

Lesson 2: Workforce Administration Transactions

Welcome

In the first lesson we discussed the basics of Workforce Administration and looked at the pages and fields used to set up and maintain employee information. You should now have an understanding of the relationship between Personal Information, Position Management and employee Job Data.

In Lesson 2 we will learn about entering transactions impacting a person's employment history such as personal information, hiring, promoting, and transferring employees.



Lesson 2: Workforce Administration Transactions

Lesson Objectives

After completing this lesson, you will be able to:

- Add/Modify a person
- Hire/Rehire an employee
- Promote/Demote/Transfer an employee
- Place an employee on an Acting Assignment
- Enter an Employee Review
- Change employee pay

Lesson 2: Workforce Administration Transactions

Lesson Topics

In this lesson you will learn about the following topics.



Topic 1:
Personal
Information



Topic 2:
Appoint
Employees
to Positions



Topic 3:
Promote,
Demote, &
Transfer
Employees



Topic 4:
Acting
Assignment



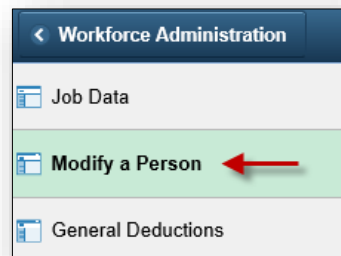
Topic 5:
Employee
Reviews



Topic 6:
Pay Rate
Changes

Lesson 2: Workforce Administration Transactions

Personal Information Search for the Employee



Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Empl ID

Name


Last Name

Second Last Name

Alternate Character Name

Middle Name

☐ Include History
 ☐ Correct History

[Basic Search](#)

[Save Search Criteria](#)

Here you can enter partial names if you are unsure how to spell the employee's name or don't know the Employee ID Number.

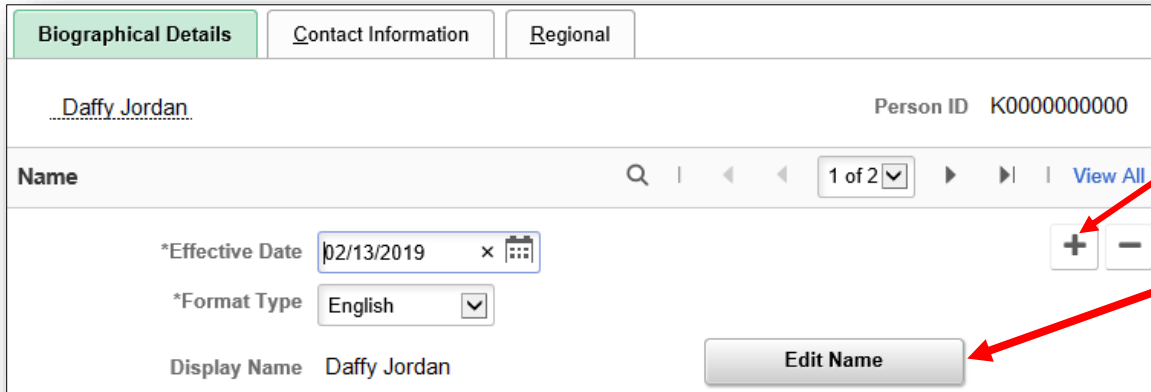
For example, if you only know a portion of the first or last name type in as much of the first name as you know how to spell and then enter the last name.

You can also use the wildcard % option. For example, Smit% in the Last Name field will bring up a list of all employees whose last name begins with Smit – such as Smith, Smithers, Smithson and so on.

Lesson 2: Workforce Administration Transactions

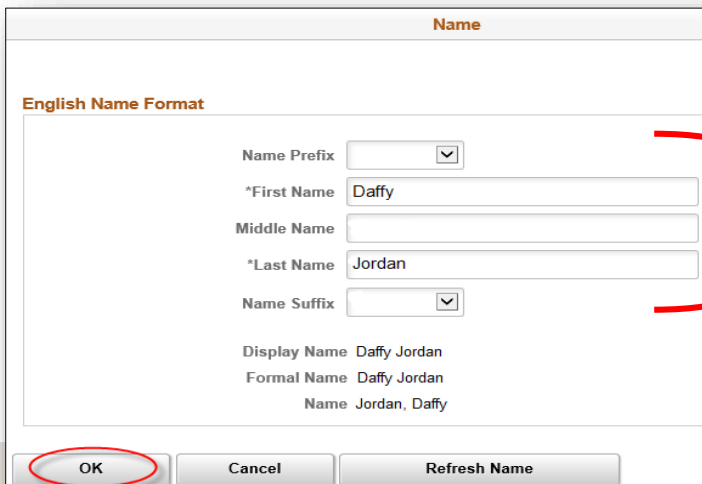
□ Personal Information

□ Modify a Person – Name Change



The form shows the 'Biographical Details' tab selected. The person's name is 'Daffy Jordan' and the Person ID is 'K0000000000'. Below the name, there is a table with one row. The table has columns for 'Effective Date' (set to 02/13/2019), 'Format Type' (set to English), and 'Display Name' (Daffy Jordan). There are '+', '-' buttons to the right of the table, and an 'Edit Name' button at the bottom right.

Click on + to add a row and change the effective date if needed. Click on Edit Name button to open the Edit Name box.



The 'Name' dialog box is open, showing the 'English Name Format' section. It contains fields for 'Name Prefix', '*First Name' (Daffy), 'Middle Name', '*Last Name' (Jordan), and 'Name Suffix'. Below these fields, it shows the 'Display Name' (Daffy Jordan), 'Formal Name' (Daffy Jordan), and 'Name' (Jordan, Daffy). At the bottom, there are three buttons: 'OK' (circled in red), 'Cancel', and 'Refresh Name'.

Change the name as appropriate and click the OK button to return to the Biographical Details page.

Click on the Save button on the Biographical Details page to save your changes.

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Personal Information

Modify a Person – Address Change

Biographical Details
Contact Information
Regional

Daffy Jordan
Empl ID K0000000000

Current Addresses

Address Type	As Of Date	Status	Address		
Home	01/17/2019	A	900 SW Jackson Suite 401N Topeka, KS 66614 Shawnee	View Address Detail	+ -

Phone Information

*Phone Type	Telephone	Extension	Preferred		
Department of Administrat	785/296-0000		<input checked="" type="checkbox"/>	+	-

Email Addresses

*Email Type	*Email Address	Preferred		
Department of Administratio	DaffyJordan@email.com	<input checked="" type="checkbox"/>	+	-

Instant Message IDs

*IM Protocol	*IM Domain	*Network ID	Preferred		
			<input type="checkbox"/>	+	-

Do not click the + button in Current Addresses to change the address. The + button here is used to add another type of address, such as mailing.

To change an employee's Home address, click on this link to open a new area to change the address.

Go to the next page to see how this is done.

Lesson 2: Workforce Administration Transactions

Personal Information

Modify a Person – Address Change cont.

Address History

Address Type Home

Address History 1 of 2

*Effective Date 02/04/2019 Address 1234 Main St Topeka, KS 66603 Shawnee

Country USA

*Status A

2 → Add Address

Effective Date 01/18/2019 Address 1234 Main St Topeka, KS 66603 Shawnee

Country USA

Status A

OK Cancel Refresh

Effective Date 01/18/2019 Address 1234 Main St Topeka, KS 66603 Shawnee

Country USA

Status A

OK Cancel

Edit Address

Country United States

Address 1 111 Stone St

Address 2

Address 3

City Topeka State KS Kansas

Postal 66611

County Shawnee

3

OK Cancel

1. Click the + to open Address History.
2. Click Add Address link to open Edit Address.
3. Change the address and click OK to return to Personal Information.
4. Save

Lesson 2: Workforce Administration Transactions

Personal Information

Modify a Person – Telephone/Email Change

Phone Information

1-1 of 1 | View All

*Phone Type	Telephone	Extension	Preferred		
Department of Administration	785/296-0000		<input checked="" type="checkbox"/>	+	-

Email Addresses

1-1 of 1 | View All

*Email Type	*Email Address	Preferred		
Department of Administration	DaffyJordan@email.com	<input checked="" type="checkbox"/>	+	-

Contact Information is also the page to enter or change an employee's phone number and e-mail address.

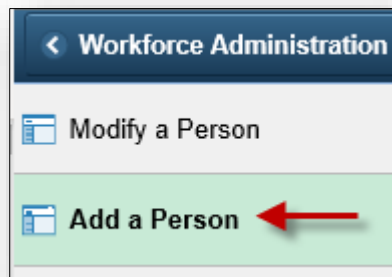
If you want the employee's phone number to appear in the online communication directory, be sure to select your agency in the Phone Type field. Also select your agency as the E-mail Type for the employee's email.

Do not enter any formatting for the telephone number. SHARP will auto-format the field when tabbing out. Enter the extension number in the Extension field.

For example, enter 7852960000 and when you tab out of the field it formats to 785/296-0000. If the formatting is manually entered it won't be identified for the online communication directory.

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Appoint Employees to Positions **Add a Person**



Add a Person

Person ID

×

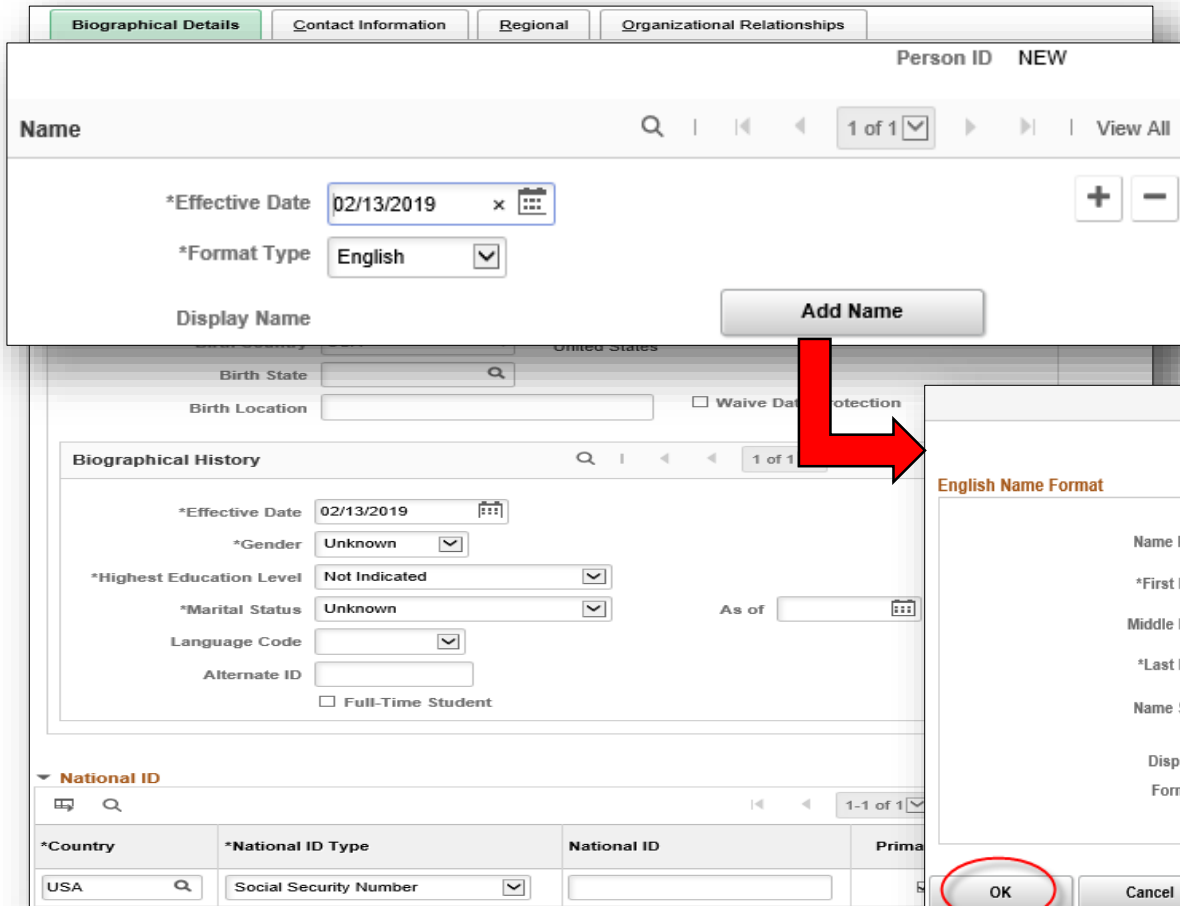
[Search for Matching Persons](#)

If the employee has never worked for the state before and has no Employee ID Number and the Recruiting process is not being used to appoint a person to a position, you must 'Add' the person to SHARP before entering the hire in Job Data.

Click on the '**Add a Person**' link and then click on the '**Add Person**' button to move to Personal Information pages where you will enter the employee's name, birth date, and other information.

Lesson 2: Workforce Administration Transactions

- Appoint Employees to Positions
- Add a Person - Name



Biographical Details | Contact Information | Regional | Organizational Relationships

Person ID NEW

Name

*Effective Date 02/13/2019

*Format Type English

Display Name

Add Name

Biographical History

*Effective Date 02/13/2019

*Gender Unknown

*Highest Education Level Not Indicated

*Marital Status Unknown

Language Code

Alternate ID

Full-Time Student

National ID

*Country USA

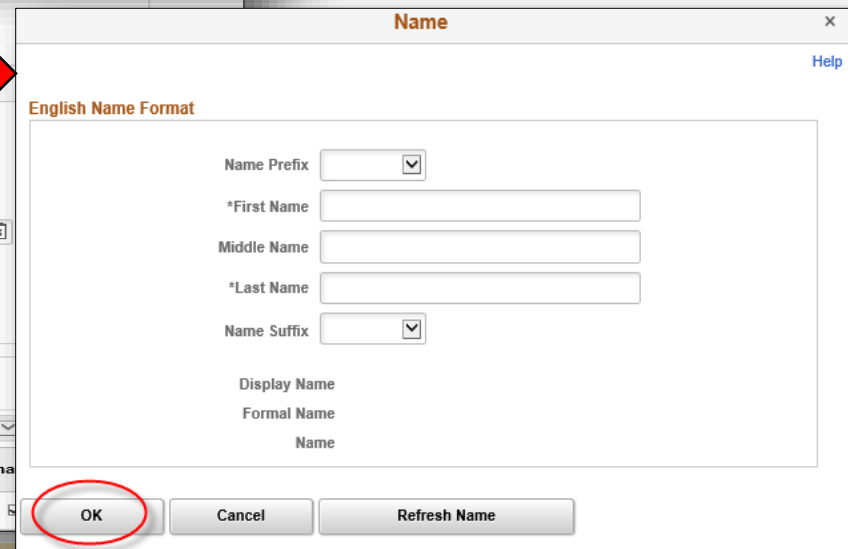
*National ID Type Social Security Number

National ID

Primary

Enter the Effective Date. **NOTE:** must be equal to or less than the Job Data effective date.

Click on 'Add Name' and enter the person's name in the pop-up box. Click 'OK' to return to the Biographical Details page.



Name

English Name Format

Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

Display Name

Formal Name

Name

OK

Cancel

Refresh Name

Lesson 2: Workforce Administration Transactions

- ❑ Appoint Employees to Positions
- ❑ Add a Person – Biographic Information

Daffy Jordan Person ID NEW

Name 1 of 1

*Effective Date 02/13/2019

*Format Type English

Display Name Daffy Jordan **Edit Name**

Biographic Information

Date of Birth Years 0 Months 0

Birth Country USA United States

Birth State

Birth Location ☐ Waive Data Protection

Biographical History 1 of 1

*Effective Date 02/13/2019

*Gender Unknown

*Highest Education Level Not Indicated

*Marital Status Unknown As of

Language Code

Alternate ID ☐ Full-Time Student

National ID 1-1 of 1

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number		<input checked="" type="checkbox"/>

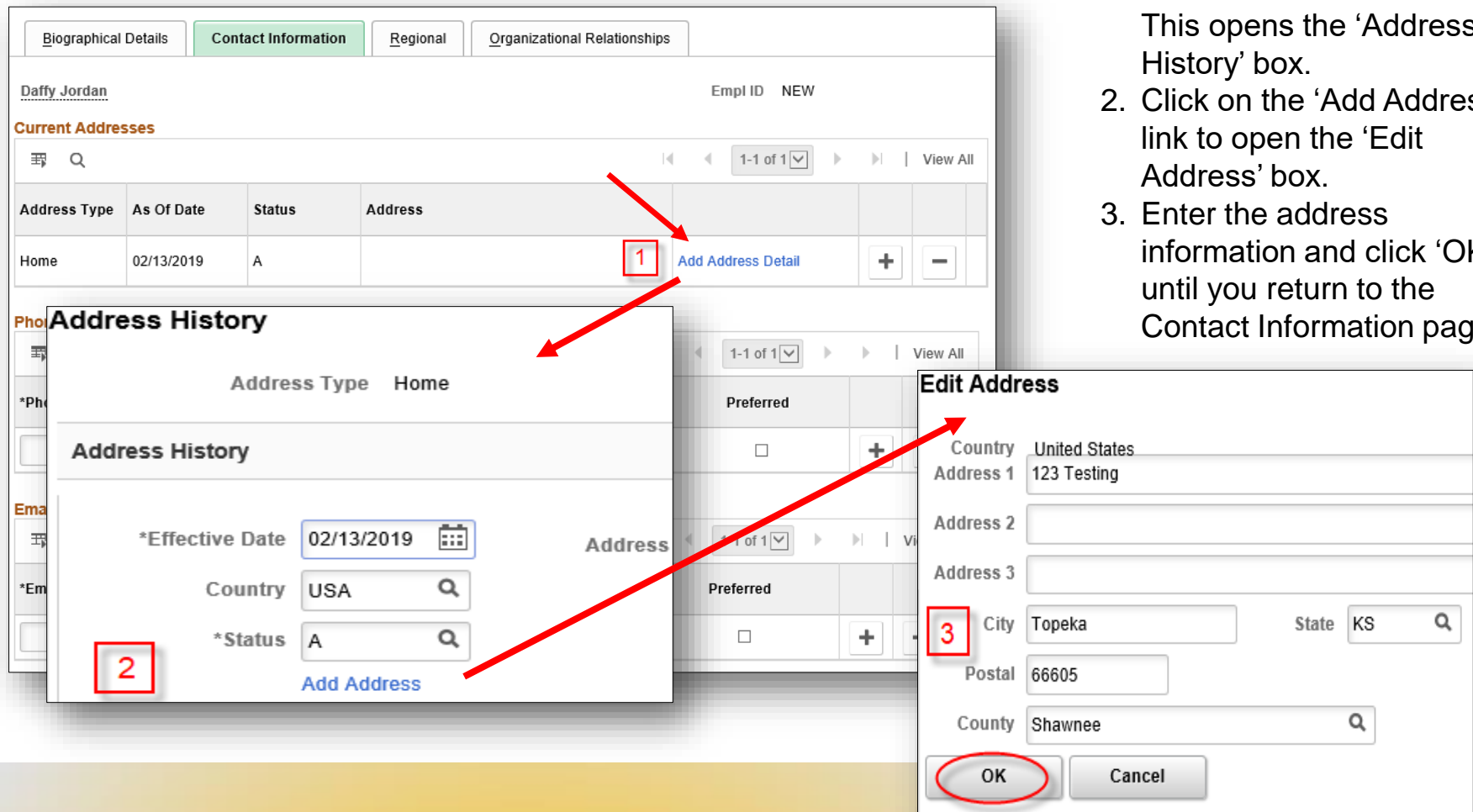
Enter the remaining information (Date of Birth, Gender, Highest Education Level, Marital Status, and Social Security Number).

Click on the Contact Information page tab to continue.

Lesson 2: Workforce Administration Transactions

Appoint Employees to Positions **Add a Person - Address**

1. Enter the new employee's home address by clicking on 'Add Address Detail.' This opens the 'Address History' box.
2. Click on the 'Add Address' link to open the 'Edit Address' box.
3. Enter the address information and click 'OK' until you return to the Contact Information page.



The screenshot displays the 'Contact Information' tab for a new employee, Daffy Jordan. The 'Current Addresses' table shows a single entry for a 'Home' address effective on 02/13/2019 with status 'A'. A red arrow labeled '1' points to the 'Add Address Detail' link. Below this, the 'Address History' modal is open, showing the same address details. A red arrow labeled '2' points to the 'Add Address' link at the bottom of this modal. To the right, the 'Edit Address' modal is shown, where address details are entered: Country (United States), Address 1 (123 Testing), Address 2 (empty), Address 3 (empty), City (Topeka), State (KS), Postal (66605), and County (Shawnee). A red arrow labeled '3' points to the 'City' field. At the bottom of the 'Edit Address' modal, the 'OK' button is circled in red.

Address Type	As Of Date	Status	Address
Home	02/13/2019	A	

Address History

Address Type: Home

*Effective Date: 02/13/2019

Country: USA

*Status: A

Edit Address

Country: United States

Address 1: 123 Testing

Address 2:

Address 3:

City: Topeka

State: KS

Postal: 66605

County: Shawnee

OK Cancel

Lesson 2: Workforce Administration Transactions

□ Appoint Employees to Positions □ Add a Person – Phone and Email

Biographical Details **Contact Information** Regional Organizational Relationships

Daffy Jordan Empl ID NEW

Current Addresses

1 of 1 | View All

Address Type	As Of Date	Status	Address			
Home	02/13/2019	A	123 Testing Topeka, KS 66605	Edit/View Address Detail	+	-

Phone Information

1 of 1

*Phone Type	Telephone	Extension	Preferred
Department of Administrat <input type="text"/>	785/296-0000	123	<input checked="" type="checkbox"/>

Email Addresses

1 of 1

*Email Type	*Email Address	Preferred
Department of Administratio <input type="text"/>	DaffyJordan@email.com	<input checked="" type="checkbox"/>

Select your agency from the drop-down options for both the **Phone Type** and **E-mail Type**. The types enable the employee's information to appear in the online Communication Directory.

When entering the phone number, do not add formatting. SHARP will auto-format the number so that it will populate to the online directory. For example, Daffy's phone number was entered as 7852960000. SHARP auto-formatted the number after tabbing out of the field. Enter the extension in the Extension field.

Enter the employee's e-mail address along with your agency as the Email Type.

Lesson 2: Workforce Administration Transactions

- ❑ Appoint Employees to Positions
- ❑ Add a Person – Ethnic Group

Remember
- click on
the looking
glass to
see all of
the options.

Biographical Details
Contact Information
Regional
Organizational Relationships

Daffy Jordan
Person ID **NEW**

USA

Ethnic Group
1 of 1
View All

Regulatory Region
USA
United States
+
-

Ethnic Group
Select employee's Ethnic Group, if known

☐ Primary

History
1 of 1
View All

Effective Date
Date Entitled to Medicare
Citizenship (Proof 1)
Citizenship (Proof 2)
☒ Eligible to Work in U.S.

Veteran

Military Status
Central staff verifies and enters Veteran's Preference code when requested

Military Discharge Date
Edit Discharge Date

Smoker History
1-1 of 1
View All

	*Smoker	*As of		
1	<input type="checkbox"/>	<input type="text"/>	+	-

Lesson 2: Workforce Administration Transactions

- **Appoint Employees to Positions**
 - **Add a Person – Add Relationship**

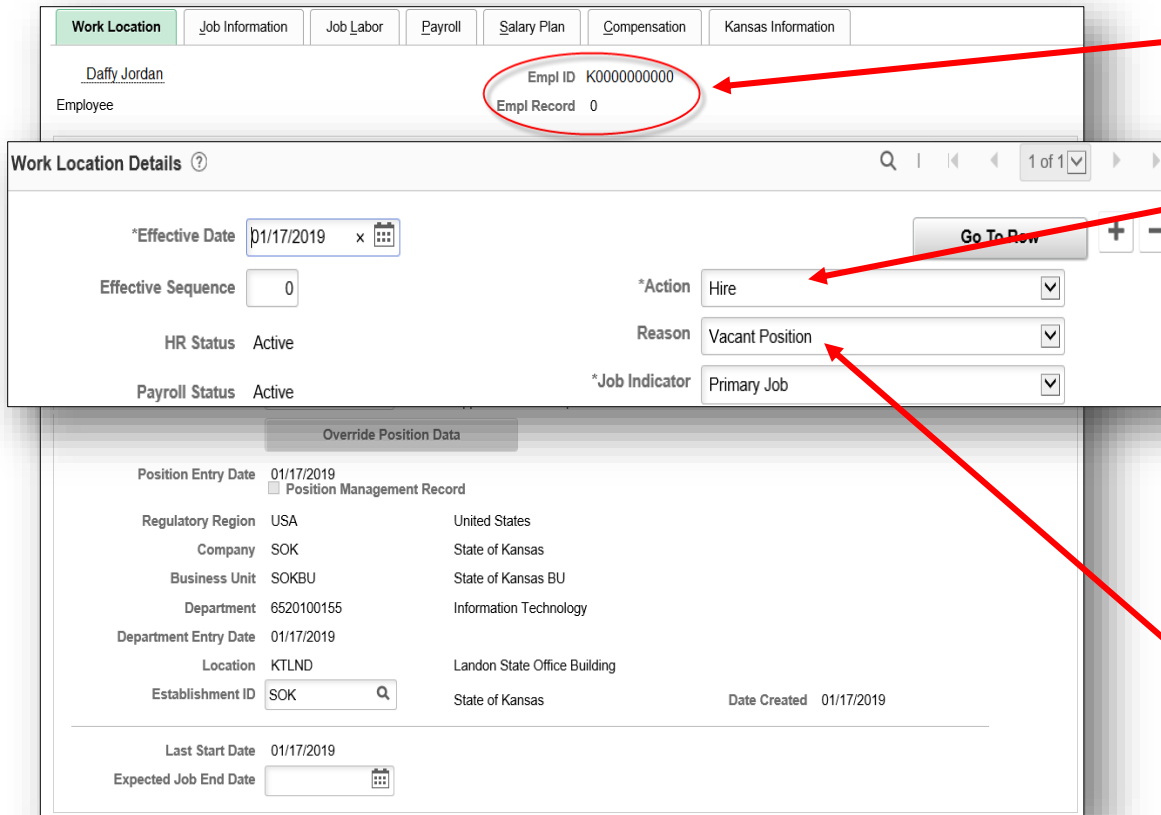


The screenshot shows the 'Organizational Relationships' tab for a user named Daffy Jordan. The 'Person ID' is 'NEW'. Under the heading 'Choose Org Relationship to Add', there are three checkboxes: 'Employee' (checked and circled in red), 'Contingent Worker', and 'Person of Interest'. Below these is a 'Select Checklist Code' dropdown menu and a blue double-right arrow button. At the bottom is a grey 'Add Relationship' button, which is pointed to by a red arrow.

Notice that Daffy's Employee ID hasn't been created yet. The Employee ID will be created when you click on the 'Add Relationship' button to move to the Job Data pages to appoint the employee to their new position.

Lesson 2: Workforce Administration Transactions

□ **Appoint Employees to Positions** □ **Hire a New Employee – Work Location**



The screenshot shows the 'Work Location Details' form in the SHARP system. Red arrows point to the following fields:

- Empl ID:** K0000000000 (circled in red)
- *Action:** Hire
- Reason:** Vacant Position

Other visible fields include:

- Work Location:** Daffy Jordan
- Employee:** Employee
- *Effective Date:** 01/17/2019
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- *Job Indicator:** Primary Job
- Position Entry Date:** 01/17/2019
- Regulatory Region:** USA
- Company:** SOK
- Business Unit:** SOKBU
- Department:** 6520100155
- Department Entry Date:** 01/17/2019
- Location:** KTLND
- Establishment ID:** SOK
- Date Created:** 01/17/2019
- Last Start Date:** 01/17/2019
- Expected Job End Date:** (empty)

After clicking 'Add the Relationship' SHARP takes you right into Job Data and assigns an Employee ID. The person's name, ID and Employee Record # display. The action of 'Hire' defaults.

The effective date of the Hire must be the same or greater than the effective date used to add the person.

Select the appropriate Reason from the drop down list. The reason used is based on several factors. Be sure to check the SHARP Action/Reason Guide for the appropriate Reason for this Hire Action. The Reasons are also shown on the next page.

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Hire a New Employee - Reasons

The following reasons for a Hire action are taken from the SHARP Action Reason Guide:

Vacant Position: Hire a person who is new to state service into a vacant position

Hire Higher Step – Exceptional Qualifications: Hire an employee with exceptional qualifications at a higher step if cannot employ the candidate at minimum step. Exceptional qualifications are based on education, training, experience, skills, and other qualifications directly related to the position. K.A.R. 1-5-8(b)(1)

Higher Step (KAR 1-5-8(b)(2)): Hire an employee at a higher step due to a lack of candidates for a class of positions as authorized by the Director of Personnel Services. K.A.R. 1-5-8(b)(2)

Concurrent (Multiple) Position: Hire a current regular part-time employee into another part-time position. Percentage of time worked on all positions shall not exceed 100% except for a classified exempt employees holding one or more unclassified teaching or research positions in a state educational institution with appointing authority approval. K.A.R. 1-5-22

Conversion: Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this reason.

Lesson 2: Workforce Administration Transactions

- **Appoint Employees to Positions**
 - **Hire a New Employee – Work Location**

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Kansas Information

Daffy Jordan
Employee
Empl ID K0000000000
Empl Record 0

Work Location Details ?

*Effective Date 01/17/2019
Effective Sequence 0
HR Status Active
*Action Hire
Reason Vacant Position

Position Number K0206231 Applications Developer
Override Position Data

Position Entry Date 01/17/2019
☐ Position Management Record

Regulatory Region USA United States
Company SOK State of Kansas
Business Unit SOKBU State of Kansas BU
Department 6520100155 Information Technology
Department Entry Date 01/17/2019
Location KTLND Landon State Office Building

Last Start Date 01/17/2019
Expected Job End Date

Enter position number.
Department and Location
data will default in from
Position Data.

Lesson 2: Workforce Administration Transactions

- Appoint Employees to Positions
 - Hire a New Employee – Job Information

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
Duffy, Jordan Employee		Empl ID K0000000000 Empl Record 0				
Job Information Details ? 1 of 1						
Effective Date	01/17/2019	Action Hire		Go To Row		
Effective Sequence	0	Reason Vacant Position				
HR Status	Active	Job Indicator Primary Job				
Payroll Status	Active			Current <input type="checkbox"/>		
Job Code	070906	Applications Developer				
Entry Date	01/17/2019					
Supervisor Level		Applications Development Supv K0000000001 Supervisor Name				
Reports To	K00000001					
Regular/Temporary	Regular	Full/Part	Full-Time			
Empl Class	Other	*Officer Code	None			
Regular Shift	Not Applicable	Shift Rate				
Classified Ind	Unclassified	Shift Factor				
Standard Hours ?						
Standard Hours	40.00	Work Period	W	Weekly		
FTE	1.000000					
<input checked="" type="checkbox"/> Adds to FTE Actual Count?		<input type="checkbox"/> Encumbrance Override				
Contract Number ?						
Contract Number		Next Contract Number				
Contract Type						
USA						
FLSA Status	Nonexempt	Work Day Hours				
EEO Class	Professionals					

Fields on the Job Information page default from Position Data.

Be sure to review everything to make sure the position is set up correctly.

Lesson 2: Workforce Administration Transactions

□ Appoint Employees to Positions □ Hire a New Employee - Payroll

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
---------------	-----------------	-----------	---------	-------------	--------------	--------------------

Employee: Daffy, Jordan Empl ID: K0000000000
Empl Record: 0

Payroll Information ? 1 of 1

Effective Date: 01/17/2019 Go To Row

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: Vacant Position

Payroll Status: Active Job Indicator: Primary Job

*Payroll System: Payroll for North America

Payroll for North America ?

Pay Group: N15	Non Exempt 7-day	
Employee Type: H	Hourly	Holiday Schedule SOKS SOK-8 Hrs
Tax Location Code KS	Kansas State Taxes	
GL Pay Type: UR	FICA Status: Subject	
Combination Code	Edit ChartFields	

More information about FICA – Social Security and Medicare Status is on the next page.

We don't use the Job Labor page, so let's skip to Payroll.

Select the **Tax Location Code** (state where the position is located) and **Holiday Schedule**.

Most employees are subject to **FICA**, but the State's Section 218 Agreement with the Social Security Administration exempts some employees from Social Security (OASDI) and Medicare.

Agencies are responsible for ensuring that employees are exempted as appropriate. If the employee is exempt only from Social Security, select "Medicare only" from the drop down list.

Please see Accounts and Reports Information Circular No. 05-P-025 for more information and a partial list of employees who are exempted. [Find it here.](#)

Lesson 2: Workforce Administration Transactions

□ Appoint Employees to Positions

□ Hire a New Employee - FICA

FICA – Social Security and Medicare Status

The 'FICA Status' field in Job Data is required to maintain federal tax information that SHARP uses to calculate federal taxes. The options are Subject, Exempt, and Medicare Only.

All employees are subject to FICA and Medicare unless specifically exempted from one or both. The following employees are exempted from FICA and/or Medicare:

Students: Exempt - Employed by educational institution while attending classes full-time

Kansas Police and Firemen's Retirement: (1) Exempt - Employees hired prior to April 1, 1986. (2) Medicare Only - Employees hired on or after April 1, 1986.

Members of the Federal Retirement System: Medicare Only - Employees hired prior to January 1, 1984

F-1 Visa: Exempt

J-1 Visa: Exempt

Foster Grandparent and Senior Companion: Exempt

Emergency Duty – National Guard – Agency 034: Exempt

Resident Worker: Exempt

Employees Receiving Disability Insurance Benefits: Exempt - Limited to 'such employee is entitled to disability insurance benefits under section 223(a) [42 USCS, 423(a)] and such entitlement commenced prior to the calendar year in which such payment is made, and if such employee did not perform services for such employer during the period for which such payment is made...' See Social Security Action, Section 209(a)(13).

Wages after death: Exempt – If payment will be issued in the year following death

Lesson 2: Workforce Administration Transactions

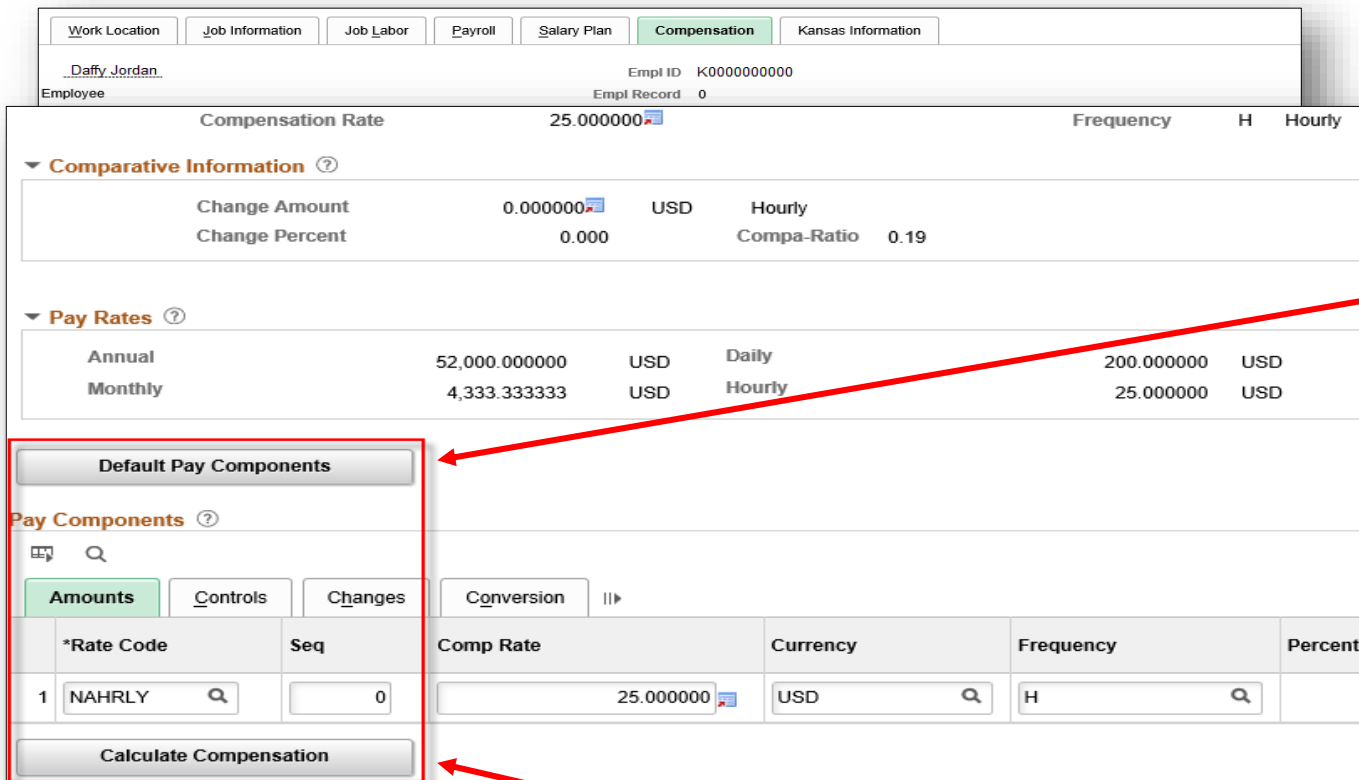
- Appoint Employees to Positions
- Hire a New Employee – Salary Plan

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
Daffy Jordan		Empl ID K0000000000				
Employee		Empl Record 0				
Salary Plan Details ?						
<div>Effective Date 01/17/2019</div> <div>Effective Sequence 0</div> <div>HR Status Active</div> <div>Payroll Status Active</div> <div>Action Hire</div> <div>Reason Vacant Position</div> <div>Job Indicator Primary Job</div> <div>Go To Row</div> <div>Current</div>						
Salary Admin Plan		CLA		Classified Pay Plan		
Grade		020		CLASSIFIED GRADE 020		
Step		4		Grade Entry Date 01/17/2019		
				Step Entry Date 01/17/2019		
<input type="checkbox"/> Includes Wage Progression Rule						

The **Salary Administration Plan and Grade** corresponding to the position's job code defaults in on the **Salary Plan page**. For classified employees, the **Step** defaults to 4. You can change the step if you are hiring the person above step 4 – be sure that you selected the correct Reason on the Work Location page if you appoint the employee at a higher step. The **Grade Entry Date** and **Step Entry Date** defaults as the date the employee first entered the Grade or Step.

Lesson 2: Workforce Administration Transactions

- Appoint Employees to Positions
- Hire a New Employee - Compensation



Work Location Job Information Job Labor Payroll Salary Plan **Compensation** Kansas Information

Employee: Daffy Jordan Empl ID: K000000000 Empl Record: 0

Compensation Rate: 25.000000 Frequency: H Hourly

Comparative Information

Change Amount	0.000000	USD	Hourly
Change Percent	0.000	Compa-Ratio	0.19

Pay Rates

Annual	52,000.000000	USD	Daily	200.000000	USD
Monthly	4,333.333333	USD	Hourly	25.000000	USD

Default Pay Components

Pay Components

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAHRLY	0	25.000000	USD	H	

Calculate Compensation

All of the compensation fields on the **Compensation** page are blank until you click on the 'Default Pay Components' button.

Click on the 'Default Pay Components' button to fill in the **Compensation Rate** and **pay rate** fields based on the Step entered on the Salary Plan page for classified employees and others whose positions are tied to a pay matrix (salary plans CLA, WS, and JDG).

For employees whose pay is not tied to a pay matrix (such as UNC for unclassified) **manually enter the hourly rate** in the Comp Rate field and click the '**Calculate Compensation**' button. The Rate Code is always 'NAHRLY'.

Lesson 2: Workforce Administration Transactions

□ Appoint Employees to Positions

□ Hire a New Employee – Kansas Information

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
Daffy Jordan Employee		Empl ID K0000000000		Empl Record 0		
Kansas Information <div>1 of 1 View All</div>						
Effective Date: 01/17/2019		Effective Sequence: 0		Job Indicator: Primary Job		
Short Description: Hire		Vacant Position		Current		
Assignment Method: Select Predefined Schedule		Schedule Group: SOKID				
Schedule Effective Date: 01/17/2019		*Schedule ID: 8M-F				
Country: USA		State: KS		County: RN Reno		
Salary Authorized: C		Classified Position				
*Employment Status: O		Org Prob				
Probation End Date: 07/17/2019		Date Next Increase:				
GHI Direct Bill Member Type:		DB Approval Date:				
<div>Job Data</div> <div>Employment Data</div> <div>Earnings Distribution</div> <div>Benefits Program Participation</div>						

Assignment Method: Default “Select Predefined Schedule”

Schedule Group: Default “SOKID”

Schedule Effective Date: Same as Hire date

Schedule ID: Enter the employee’s ‘Work Schedule’ code

Employment Status: ‘Original Probation’ for newly hired employees to classified regular positions are subject to a 6 month probationary period (K.A.R. 1-7-3). See below.

Probation End Date: Defaults as 6 months after the hire date

Click on the **Benefit Program Participation** link.

More Information on the Original Probationary Period

A classified employee is to receive a performance review prior to the end of the probationary period. If the overall rating is unsatisfactory the employee is not granted Permanent status. An employee on Original Probation may be dismissed at any time during the probationary period. The probationary period may be extended for up to 6 more months if the action to extend probation is taken before the end of the original 6 month probationary period. Also, a probationary period of not more than 12 months may be established by the appointing authority if specific training or certification requirements cannot be completed within 6 months.

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- Appoint Employees to Positions
- Hire a New Employee – Benefit Program

Benefit Program Participation

Employee: Daffty, Jordan Empl ID: K0000000000
Empl Record: 0

Benefit Status ⓘ 1 of 1

Benefit Record Number: 0 **Go To Row**

Effective Date: 01/17/2019 Action: Hire
Effective Sequence: 0 Reason: Vacant Position
HR Status: Active Job Indicator: Primary Job
Payroll Status: Active Current: ☐

*Benefits System: Benefits Administration Benefits Employee Status: Active

Annual Benefits Base Rate: 52000.000 USD

Benefits Administration Eligibility ⓘ

BAS Group ID: BA Benefits Administration

Elig Fld 1: KSSN **Elig Fld 2**: FT1 Elig Fld 3:
Elig Fld 4: Elig Fld 5: Elig Fld 6:
Elig Fld 7: Elig Fld 8: Elig Fld 9:

Benefit Program Participation Details ⓘ 1 of 1 View All

***Effective Date**: 01/17/2019 Currency Code: USD + -
***Benefit Program**: FT1 Full-time Salary Range: 1

Job Data Employment Data Earnings Distribution Benefits Program Participation

Annual Benefits Base Rate: Enter the amount, which is usually the same as the employee's Annual Rate. This field is used to calculate the employee's imputed income and is described in more detail on the next page.

BAS Group ID: is always BA

Elig Fld 1: Enter a 4-letter code related to employee's home address (2-letter state abbreviation, 2-letter county abbreviation). For example, KSSN is Kansas, Shawnee County.

Elig Fld 2: Enter the employee's benefit administration code.

- GEN – not benefits eligible
- FT1 – FTE above .90
- PT1 – FTE is below .89

Benefit Program Participation Effective Date: The effective date of the Hire.

Benefit Program: Same as the code used in the Elig Fld 2 above.

Lesson 2: Workforce Administration Transactions

Hire a New Employee – ABBR Explained

Annual Benefits Base Rate (ABBR)/Imputed Income

What is Imputed Income? Benefits eligible state employees have group term life insurance coverage which provides an insured death benefit of 150% of the employee's annual rate of compensation. The State of Kansas, as the employer, pays the entire cost of coverage.

'Imputed Income' is the value of this group term life insurance that is in excess of \$50,000. IRS Code Section 79 requires that the cost of coverage in excess of \$50,000 be included in the employee's taxable wages and reported on the W2. Imputed income is subject to Social Security and withholding taxes.

Agencies must manually enter or update the Annual Benefits Base Rate (ABBR) amount, which is usually the same as the annual rate. The rate is used to calculate imputed income for all employees enrolled in this group term life insurance. A benefits eligible employee whose ABBR is more than \$33,333.33 is subject. Therefore, if the ABBR is incorrect, the imputed income amount may be under- or over-reported as taxable wages on the their W2.

Employment in Multiple Positions: Some employees are actively employed on more than one position but may not be benefits eligible on all of the positions. KPERS regulations require that if an employee has KPERS coverage in one position, all of the positions are considered for imputed income. However, a small group of employees or situations are exempt from this concept: Legislators (legislative group term life is not calculated on an non-benefits eligible positions), Board Members, Foster Grandparents, National Guard, and Student. Do not enter an amount in the ABBR field for these employees.

Lesson 2: Workforce Administration Transactions

- Appoint Employees to Positions
- Hire a New Employee – Time Reporter Data

Employment Information

Kansas Employment

Daffy, Jordan
Employee
 Empl ID K0000000000
Empl Record 0

Organizational Instance ?

Organizational Instance Rcd	0	Original Start Date	01/17/2019	<input type="checkbox"/> Override	
Last Start Date	01/17/2019	First Start Date	01/17/2019		
Termination Date		Years	Months	Days	
Org Instance Service Date	01/17/2019	<input type="checkbox"/> Override	0	0	28

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date	01/17/2019	First Assignment Start	01/17/2019		
Assignment End Date					
Home/Host Classification	Home	Years	Months	Days	
Company Seniority Date	01/17/2019	<input type="checkbox"/> Override	0	0	28
Benefits Service Date	01/17/2019	<input type="checkbox"/> Override	0	0	28
Seniority Pay Calc Date	01/17/2019	<input type="checkbox"/> Override	0	0	28
Probation Date	<input type="text"/>				
Professional Experience Date	<input type="text"/>	Last Verification Date	<input type="text"/>		
Business Title	Applications Developer	Position Phone			

[Time Reporter Data](#)

USA
 Job Data
 Employment Data
 Earnings Distribution
 Benefits Program Participation

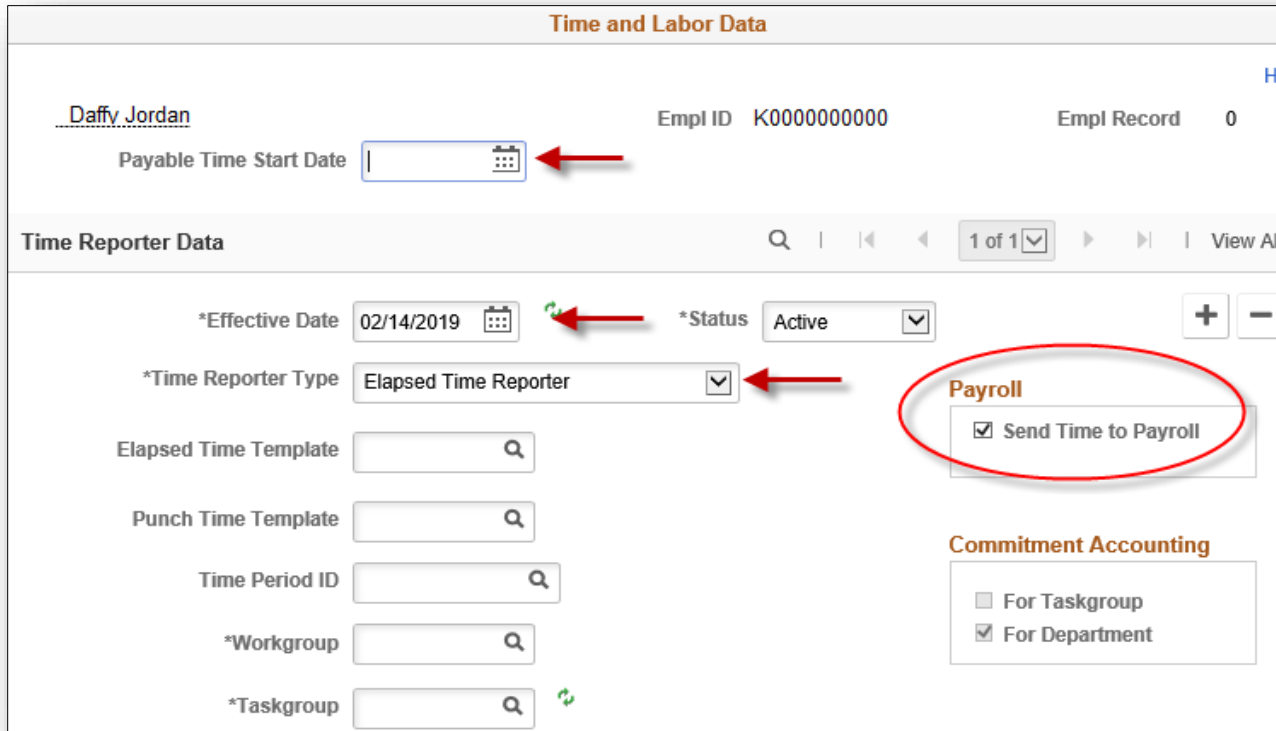
The Employment Information page is discussed elsewhere in this training.

Here we'll discuss the **Time Reporter Data** link on the page and how it's used when hiring a new employee.

Click on this link to move to the Time and Labor Data page to enter Time Reporter Data.


Lesson 2: Workforce Administration Transactions

- Appoint Employees to Positions
- Hire a New Employee – Time Reporter Data






Time and Labor Data


Daffy Jordan Empl ID K0000000000 Empl Record 0


Payable Time Start Date 


Time Reporter Data 1 of 1 View All


*Effective Date 02/14/2019  *Status Active 


*Time Reporter Type Elapsed Time Reporter 

Elapsed Time Template 

Punch Time Template 

Time Period ID 

*Workgroup 

*Taskgroup 

Payroll

☒ Send Time to Payroll

Commitment Accounting

☐ For Taskgroup

☒ For Department

The **Payable Time Start Date** is the date for SHARP to start creating payable time for the employee. This date cannot be earlier than the Job Data effective date or the date the time reporter is enrolled in Time and Labor.

The **Effective Date** and the **Payable Time Start Date** must be the same.

Verify that the **Send Time to Payroll** checkbox is selected.

Time Reporter Type defaults as Elapsed Time Reporter.

Lesson 2: Workforce Administration Transactions

□ Appoint Employees to Positions

□ Hire a New Employee – Time Reporter Data

Daffy, Jordan. Empl ID K0000000000 Empl Record 0

Payable Time Start Date 01/17/2019

Time Reporter Data 1 of 1

*Effective Date 02/17/2019 *Status Active

*Time Reporter Type Elapsed Time Reporter

Elapsed Time Template SOKBASIC Basic: TRC & Hours Fields

Punch Time Template

Time Period ID

*Workgroup SS_7DAYHR Self-Service Hourly 7 day

*Taskgroup 652NONTASK 652NONTASK

Payroll
☒ Send Time to Payroll

Commitment Accounting
☒ For Taskgroup
☒ For Department

Select the **Elapsed Time Template**.

Enter the appropriate **Workgroup** for this employee.

Enter the appropriate **Taskgroup** for the employee.

Click **OK** to return to Job Data pages. Click **Save**.

TASKGROUP: One default taskgroup for employees that doesn't report time to a project is "SOKNONTASK." Funding for this taskgroup is based on the Department Budget Table/Position Pools. If the Elapsed Time Template is "SOKBASIC" the Taskgroup should be "SOKNONTASK" or "Agency Number + NONTASK" (example: 521NONTASK). All other Taskgroups are agency-specific and begin with the 3-digit agency number.

NOTE: Don't enter a Task Profile ID on this page. Doing so could cause any Task Profile ID entered on the timesheet to be overridden, causing time to be charged to incorrect funding.

Also, if your agency interfaces time from a custom time capture system to SHARP, enter the **TCD (Time Control Device) Group** for your agency, which is the 3-digit agency number + 00.

Lesson 2: Workforce Administration Transactions

Appoint Employees to Positions

We have completed the steps to hire a new employee in Job Data. Additional information may need to be entered in other SHARP modules such as benefits and retirement and are not discussed in this training.

Lesson 2: Workforce Administration Transactions

- ❑ **Appoint Employees to Positions**
 - ❑ **Add Employment Instance/Concurrent Appt**

Many employees have multiple employment record numbers. The '0' employment record number is the only active employment record for most state employees. Other employment records usually represent terminations or separations from former positions the employee held.

You need to determine if you can use an existing record or if you need to add a new employment instance.

Use your SHARP Statewide security access to see if an employee has multiple records. Go to the Job Data search page, enter the Employee ID, and click the search button. If the employee has multiple records, the search results will list the records the employee has been associated with over time. If you have the appropriate security access, select the different records to see which one(s) the employee is active on.

Lesson 2: Workforce Administration Transactions

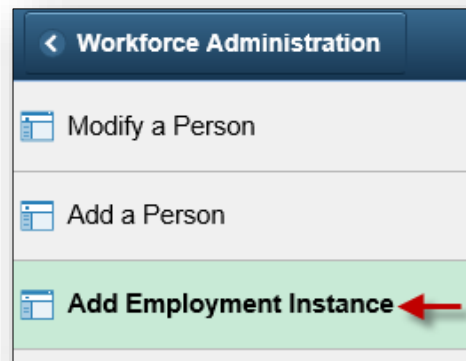
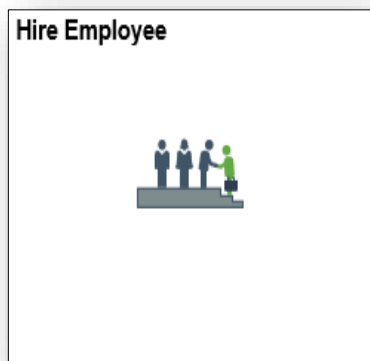
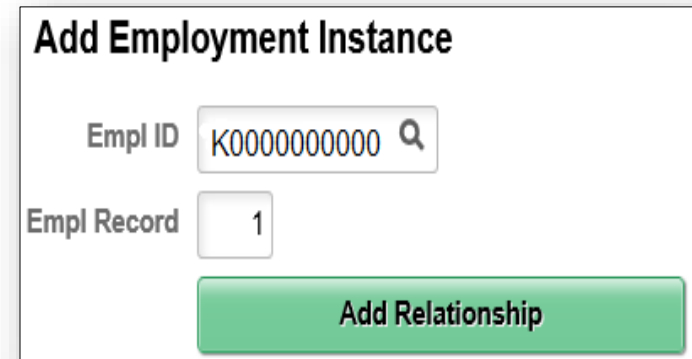
□ Appoint Employees to Positions

□ Add Employment Instance/Concurrent Appt

If the employee has multiple records and is **not active on all** of them, then use the lowest record available for your appointment.

If the employee is active on all of their records, use 'Add Employment Instance' to add another record for your appointment.

The next available Employment Record Number defaults in when you enter the Employee ID. Click on Add Relationship to continue to Job Data pages to appoint the employee.

A screenshot of the "Add Employment Instance" form. It includes a search bar for "Empl ID" with the value "K0000000000" and a magnifying glass icon. Below it is a field for "Empl Record" with the value "1". At the bottom is a green button labeled "Add Relationship".

Lesson 2: Workforce Administration Transactions

- ❑ **Appoint Employees to Positions**
 - ❑ **Add Employment Instance/Concurrent Appt**

The new Employment Record Number, Effective Date, and 'Hire' Action default (change if appropriate). Select 'Concurrent (Multiple) Position' as the Reason.

Enter the position number to which you are appointing the employee and continue through the pages to hire the employee.

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
---------------	-----------------	-----------	---------	-------------	--------------	--------------------

Daffy Jordan
Employee

Empl ID K0000000000
Empl Record 1

Work Location Details 1 of 1

*Effective Date

Effective Sequence

HR Status Active

Payroll Status Active

*Action Hire

Reason


*Job Indicator Secondary Job

Go To Row

+ -

Lesson 2: Workforce Administration Transactions

- **Appoint Employees to Positions**
 - **Add Employment Instance/Concurrent Appt**

Benefit Program Participation			
Daffy Jordan		Empl ID	K0000000000
Employee		Empl Record	1
Benefit Status ? Q			
Benefit Record Number	p 		
Effective Date	02/14/2019		
Effective Sequence	0	Action	Hire
HR Status	Active	Reason	Concurrent (Multiple) Position

The Benefit Record Number defaults to "0."

If both concurrent jobs are benefits eligible, leave the default as "0" and add a row in the Benefits Program Participation page with an effective date equal to the concurrent hire date. Then change the Benefit Program code appropriately.

Lesson 2: Workforce Administration Transactions

Appoint Employees to Positions **Benefit Record Number**

The Employment Record Number and Benefit Record Number should always match in the following situations:

- Multiple non-benefits eligible positions (GEN).
- Multiple positions with different benefits eligibility. For example, if an employee is benefits eligible on Employment Record 0 (PT1), the Benefit Record Number should be 0. If the employee is not benefits eligible on Employment Record Number 1 (GEN), the Benefit Record Number should be 1.
- Multiple positions with different job status (active and terminated). For example, if a benefits eligible employee is active on Employment Record 0, then the Benefits Record Number is 0. If the same employee has terminated on Employment Record 1, then the corresponding Benefits Record Number is 1.

If an employee is active on multiple positions in the same agency and both positions are benefits eligible, the Benefit Record Number can be lower than the Employment Record Number. For example, the Benefits Record Number could be 0 for Employment Record 1.

Note: If each active employment record has a unique benefit record number, leave balances are stored for each Employment Record Number. Also, the automatic longevity bonus process splits the bonus into each timesheet for those employees.

Lesson 2: Workforce Administration Transactions

- ❑ **Appoint Employees to Positions**
- ❑ **Rehire an Employee**

The Rehire action is used for anyone who has ever worked for the State, including student employees and former temporary employees. All current and former state employees have an Employee ID number. This number stays the same all through the employee's service with the state, even if the employee moves to a new position or agency. Enter the Rehire on Employment Record Number 0 or the lowest Employment Record in which the employee is not active.

Since SHARP continues to calculate length of service when an employee terminates, you must adjust the length of service if the employee is rehired more than 30 days after termination. Adjust the length of service by deducting the years and/or days of service between the employee's last day of work and the rehire date on the Kansas Employment page. Or you can adjust the Benefits Service Date on the Employment Information page, which is the only field used on that page.

If the employee's last position was not in your agency, you will not have security access to enter the rehire. Contact the HR office at the employee's prior agency or the SHARP unit in the Office of Personnel Services of the Department of Administration to enter the rehire for you. You will have access to the employee's record after the Rehire is entered.

NOTE: If the employee was previously benefits eligible and rehired to non-benefits eligible position, be sure to end their KPERS and Group Term Life enrollment.

Lesson 2: Workforce Administration Transactions

- Appoint Employees to Positions
- Rehire an Employee

Job Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Empl ID

Empl Record

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

☐ Include History ☐ Correct History

[Basic Search](#) [Save Search Criteria](#)


Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
Daffy Jordan		Empl ID K0000000000				
Employee		Empl Record 0				
Work Location Details ? <input type="button" value="Q"/>						
<p>*Effective Date <input type="text" value="p1/03/2004"/> <input type="button" value="x"/></p> <p>Effective Sequence <input type="text" value="0"/></p> <p>HR Status <input type="text" value="Inactive"/></p> <p>Payroll Status <input type="text" value="Terminated"/></p>						
<p>*Action <input type="text" value="Termination"/></p> <p>Reason <input type="text" value="Resign - Other"/></p> <p>*Job Indicator <input type="text" value="Primary Job"/></p>						

To rehire an employee, enter the Employee ID on the Job Data search page. Remember, you won't have security access to enter the rehire if the employee's last position was not in your agency.

The former employee's HR Status is 'Inactive' and the Payroll Status is 'Terminated.'

Lesson 2: Workforce Administration Transactions

- ❑ **Appoint Employees to Positions**
- ❑ **Rehire an Employee**

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
<u>Daffy Jordan</u> Employee		Empl ID K0000000000 Empl Record 0				
Work Location Details ? Q						
*Effective Date 02/14/2019 						
Effective Sequence 0		*Action Rehire				
HR Status Active		Reason Rehire				
Payroll Status Active		*Job Indicator Primary Job				
Position Number K0223049 Q		Accountant				

Add a row and enter the effective date of the rehire if different from the current date. Select the Rehire action from the drop down list and the appropriate reason (Rehire reasons are listed on the next page). Notice that the employee's HR Status and Pay Status change to Active.

Enter the position number to which you are appointing the employee. Complete the remaining pages (Job Information, Payroll, Salary Plan, Compensation, Kansas Information, Benefits Program Participation, Time Reporter Date) as described in the Hire process earlier and save your information to SHARP.

Note: If the rehired employee uses leave during the first pay period of rehire and the leave code isn't available on the timesheet, you will need to contact SHARP Corrections staff (sharp@ks.gov) to request the employee be manually enrolled in leave plans.

Lesson 2: Workforce Administration Transactions

- ❑ **Appoint Employees to Positions**
- ❑ **Rehire an Employee**

The reason used for the Rehire action depends on factors such as the step to which the employee is appointed and prior permanent status. The following reasons for a Rehire action are taken from the SHARP Action Reason Guide.

Rehire: Rehire a former employee who has not had permanent status for more than 1 year.

Higher Step Rehire – Exceptional Qualifications: Rehire an employee (who has not had permanent status for more than 1 year) at a higher step due to exceptional qualifications such as education, training, experience, and skills. K.A.R. 1-5-8(b)(1)

Higher Step (KAR 1-5-8(b)(2)): Rehire an employee at a higher step due to a lack of candidates for a class of positions as authorized by the Director of Personnel Services. K.A.R. 1-5-8(b)(2)

Reinstatement: Rehire an employee who had permanent status and terminated within the previous year. K.A.R. 1-6-30

Higher Step Reinstatement – Exceptional Qualifications: Rehire an employee (who had permanent status and terminated within the previous year) at a higher step if they have exceptional qualifications and you cannot employ the person at minimum step. Exceptional qualifications are based on education, training, experience, skills and other qualifications directly related to the position. K.A.R. 1-5-8(b)(1)

Reemployment: Rehire an employee who was laid off. K.A.R. 1-6-23

Higher Step Reemployment – Exceptional Qualifications: Rehire an employee (who is in a reemployment pool) with exceptional qualifications at a higher step if you cannot employ the person at minimum step. Exceptional qualifications are based on education, training, experience, skills and other qualifications directly related to the position. K.A.R. 1-5-8(b)(1)

Concurrent (Multiple) Position: Rehire an active part-time employee into another part-time position. Percentage of time worked on all positions shall not exceed 100% except for a classified exempt employee holding one or more unclassified teaching or research positions in a state educational institution with appointing authority approval. K.A.R. 1-5-22

Lesson 2: Workforce Administration Transactions

Promote, Demote & Transfer Employees

Promote Employee

Compensation changes can now be entered after cutoff on Tuesday at 6:00 p.m. for inclusion in that pay period's calculation. Job changes that include FLSA changes (even future dated) should not be processed once pay sheets are created. Those changes can be entered once final pay calculation has processed.

In the **Classified** service, a promotion occurs when:

- A classified employee moves to a different position with a job classification that is assigned to a higher pay grade and there is an increase in pay.
- A classified employee's position is reallocated to a job classification that is assigned to a higher pay grade. The reallocation entered in Position Data inserts a row into the employee's Job Data with a blank step. Agencies must add an effective sequence Job Data row with the same effective date as the reallocation row, select the appropriate action and reason (such as Promotion/Promotion), enter the step and update compensation.

If there is a change in the FLSA status or movement between agencies, the promotion should occur at the beginning (Day 1) of the payroll period for accurate processing of payroll.

Let's look at an example of a classified employee who moves to a different position that is in a job classification on a higher pay grade. The employee is appointed at a step higher than their previous step due to exceptional qualifications as outlined in K.A.R. 1-5-12. This regulation allows an agency to promote an employee at a higher step for exceptional qualifications based on education, training, experience, skills and other qualifications directly related to the position.

Lesson 2: Workforce Administration Transactions

□ Promote, Demote & Transfer Employees

□ Promote Employee

Currently, Daffy is an Administrative Assistant (Pay Grade 17/Step 4) and is promoting to a Senior Administrative Assistant position at a higher step due to exceptional qualifications. Add a row in Job Data and change the effective date to the date of the promotion. Use the Action of 'Promotion' and the Reason of 'Promote Higher Step-Excep Qual'. Enter the position number and tab out of the field. Information related to the position defaults, such as the position title and department.

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
Daffy, Jordan Employee		Empl ID K0000000000 Empl Record 0				
Work Location Details ? Q ◀						
*Effective Date 02/10/2019 📅						
Effective Sequence 0		*Action Promotion				
HR Status Active		*Reason Promote Higher Step-Excep Qual				
Payroll Status Active		*Job Indicator Primary Job				
Position Number K0041507 Q		Senior Administrative Assistnt Current				

Lesson 2: Workforce Administration Transactions

□ Promote, Demote & Transfer Employees

□ Promote Employee

On the **Salary Plan** page, change the step from the default of Step 4 to Step 5 since the employee is promoting at a higher step than their previous step. Both the Grade Entry Date and Step Entry Date changes to the effective date of the promotion since the Grade and Step both changed.

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
Daffy Jordan..		Empl ID		K0000000000		
Employee		Empl Record		0		
Salary Plan Details ?						
Effective Date		02/10/2019				
Effective Sequence		0		Action		Promotion
HR Status		Active		Reason		Promote Higher Step-Excep Qual
Payroll Status		Active		Job Indicator		Primary Job
Salary Admin Plan		CLA		Classified Pay Plan		
Grade		019		CLASSIFIED GRADE 019		
Step		5		Grade Entry Date		02/10/2019
				Step Entry Date		02/10/2019
<input type="checkbox"/> Includes Wage Progression Rule						

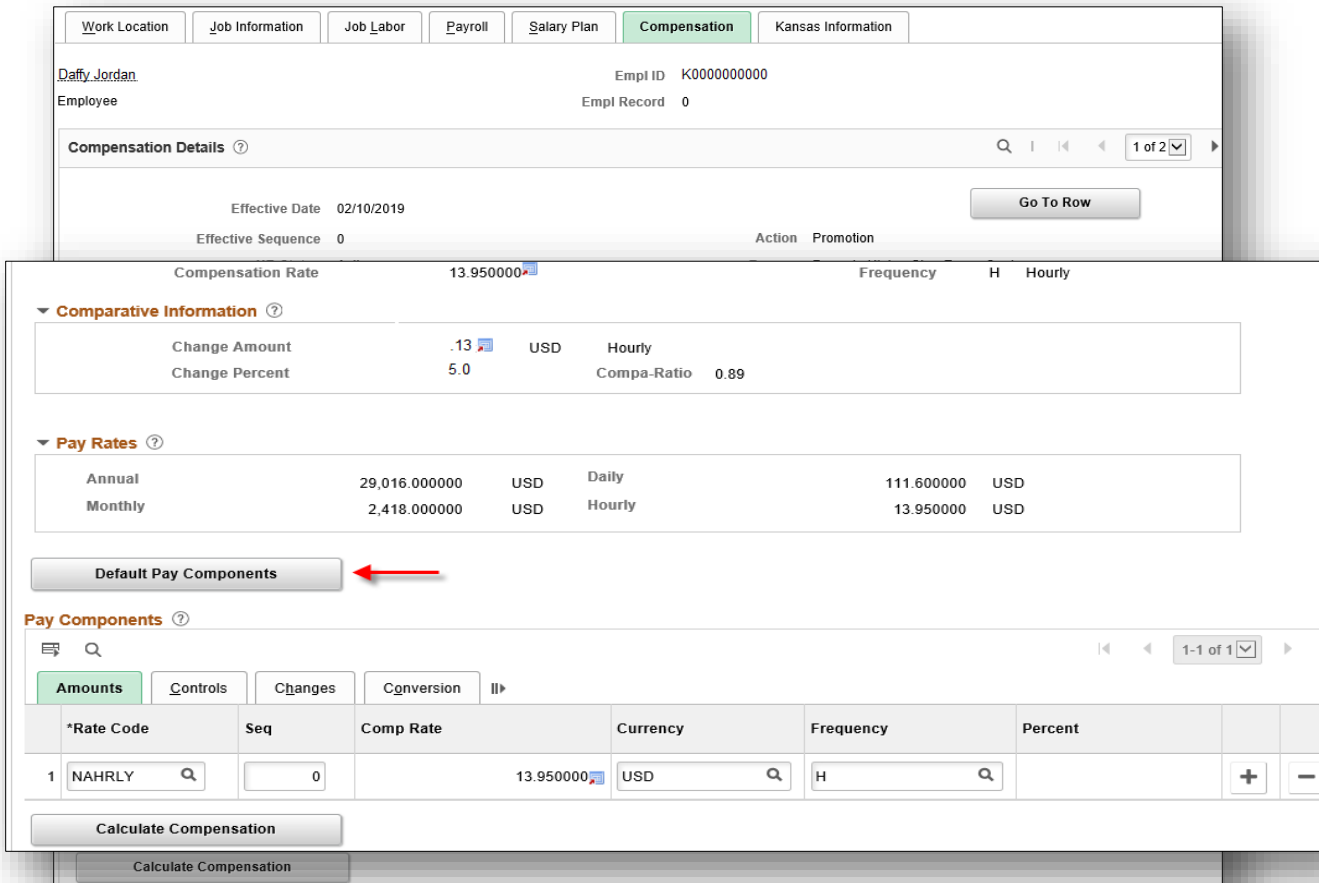
Lesson 2: Workforce Administration Transactions

☐ Promote, Demote & Transfer Employees ☐ Promote Employee

Compensation Page:
Click the **Default Pay Components** button to update the hourly Comp Rate.

Remember, classified positions are attached to the Classified Salary Plan which has specific salary rates for grades/steps.

Other compensation rates also update, such as the Change Amount, Change Percent, and Annual Rate.



The screenshot displays the SHARP Compensation Page for employee Daffy Jordan. The page includes tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation (selected), and Kansas Information. The Compensation Details section shows the Effective Date as 02/10/2019 and the Compensation Rate as 13.950000. The Pay Rates section shows the Annual rate as 29,016.000000 and the Monthly rate as 2,418.000000. The Default Pay Components button is highlighted with a red arrow. The Pay Components section shows the Rate Code as NAHRLY, Seq as 0, Comp Rate as 13.950000, Currency as USD, and Frequency as H.

Comparative Information	
Change Amount	.13 USD
Change Percent	5.0

Pay Rates	
Annual	29,016.000000 USD
Monthly	2,418.000000 USD

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAHRLY	0	13.950000	USD	H	

Lesson 2: Workforce Administration Transactions

❑ Promote, Demote & Transfer Employees

❑ Promote Employee

Go to the **Employment Information** page to access the **Time Reporter Data** link to Time and Labor Data.

Update the Time and Labor Data as appropriate.

Click OK to return to Job Data pages.

Employment Information

Kansas Employment

Daffy Jordan..

Empl ID K0000000000

Employee

Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0

Original Start Date 02/16/2009

☐ Override

Last Start Date 02/16/2009

First Start Date 02/16/2009

Termination Date

Years Months Days

Org Instance Service Date 02/16/2009

☐ Override

9 11 30

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date 02/16/2009

First Assignment Start 02/16/2009

Assignment End Date

Home/Host Classification Home

Years Months Days

Company Seniority Date 02/16/2009

☐ Override

9 11 30

Benefits Service Date 02/16/2009

☐ Override

9 11 30

Seniority Pay Calc Date 02/16/2009

☐ Override

9 11 30

Time and Labor Data

Daffy Jordan..

Empl ID K0000000000

Empl Record 0

Time Reporter Data

*Effective Date 02/10/2019

*Status Active

*Time Reporter Type Elapsed Time Reporter

Elapsed Time Template SOKTASK

Punch Time Template

Time Period ID

*Workgroup SS_7DAYHR

*Taskgroup 173NONTASK

Taskgroup/Task Profile No Req

Self-Service Hourly 7 day

173NONTASK

Payroll

☒ Send Time to Payroll

Commitment Accounting

☒ For Taskgroup
☒ For Department

Lesson 2: Workforce Administration Transactions

❑ Promote, Demote & Transfer Employees ❑ Promote Employee

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
---------------	-----------------	-----------	---------	-------------	--------------	---------------------------

Employee: .Daffy..Jordan.. Empl ID: K0000000000 Empl Record: 1 of 2

Kansas Information

Effective Date: 02/10/2019 Effective Sequence: 0 Job Indicator: Primary Job
 Short Description: Promotion Promotion New Position/Class Current

Assignment Method: Select Predefined Schedule Schedule Group: SOKID
 Schedule Effective Date: 02/10/2019 *Schedule ID: 8M-F
 Country: USA State: KS County: SN Shawnee
 Salary Authorized: C Classified Position
 *Employment Status: B Promo Prob
 Probation End Date: 08/10/2019 Date Next Increase:
 GHI Direct Bill Member Type: DB Approval Date:

Kansas Information page: The Promotion action triggers the Employment Status to change to Promotional Probation and sets the Probation End Date.

Benefit Program

Participation page: Manually update the Annual Benefits Base Rate.

Do not change the benefits eligibility fields if the employee's pay changes unless the percent FTE changes. Click the **Save** button when all of the updates are done.

Benefit Status

Benefit Record Number: p

Effective Date: 02/10/2019
 Effective Sequence: 0
 HR Status: Active
 Payroll Status: Active

Action: Promotion
 Reason: Promotion New Position/Class
 Job Indicator: Primary Job

*Benefits System: Benefits Administration

Annual Benefits Base Rate: 29016.000 USD

Current Benefits Employee Status: Active

Lesson 2: Workforce Administration Transactions

☐ Promote, Demote & Transfer Employees

☐ Promote Employee

The Reason selected for the Promotion action in Job Data depends on several factors. This excerpt from the SHARP Action Reason Guide explains the various Reasons for a **Promotion for a Classified employee**.

Higher Step (KAR 1-5-8(b)(2)): Promote a classified employee at a higher step due to a lack of candidates for a class of positions as authorized by the Director of Personnel Services. K.A.R. 1-5-8(b)(2)

Promote Higher Step – Exceptional Qualifications: Promote a classified employee with exceptional qualifications at a higher step if cannot employ the person at minimum step. Exceptional qualifications are based on education, training, experience, skills and other qualifications directly related to the position. K.A.R. 1-5-13

Promotion New Position/Class - Use when a classified employee moves to a different position with a job classification assigned to a higher pay grade. K.A.R. 1-5-13

From Training Class - Promote a classified employee from a training class upon meeting the minimum qualifications for the class and satisfactory performance of job duties, responsibilities and training requirements. K.A.R. 1-6-22a(d)

Unclassified to Classified – Promote an employee from an unclassified position to a classified regular position at a higher rate of pay. K.A.R. 1-7-4(h). Note: When an employee moves from an unclassified to a classified regular position the Employment Status must be Original Probation.

Lesson 2: Workforce Administration Transactions

❑ Promote, Demote & Transfer Employees

❑ Promote Employee to an Unclassified Position

In the Unclassified service, a promotion occurs when a classified or unclassified employee moves to an unclassified position with an increase in pay.

The steps to enter an unclassified promotion are similar to a classified promotion except as noted below:

- Action/Reason is **Promotion/Unclassified Promotion** on the Work Location page
- **Manually enter the Rate Code of NAHRLY and hourly rate** on Compensation page
- Click the '**Calculate Compensation**' button to update pay rates.

Unclassified Promotion - Promote an employee from a classified or unclassified position to an unclassified position at a higher rate of pay. *Also use when an unclassified employee's position has a job code or title change and the employee's pay increases.*

Lesson 2: Workforce Administration Transactions

☐ Promote, Demote & Transfer Employees

☐ Demote Employee

A Demotion occurs when an employee moves to a position in a lower class, whether voluntarily or for disciplinary reasons, with a decrease in pay. However, an employee accepting a voluntary demotion may be paid at a step of the new pay grade that does not result in a decrease if the action is in the best interest of the state. K.A.R. 1-5-15 and K.A.R. 1-6-27

- Add a row in the employee's Job Data and enter the effective date of the demotion.
- Select the 'Demotion' action from the drop down list and the appropriate reason from the drop down list.
- Enter the position number to which the employee is moving.
- Continue through the pages (Salary Plan, Compensation, Kansas Information, and Benefits Program Participation) to enter salary and other information.

Lesson 2: Workforce Administration Transactions

Promote, Demote & Transfer Employees

Demote Employee

The Reason selected for the Demotion action in Job Data depends on several factors. This excerpt from the SHARP Action Reason Guide describes the various Reasons for Demoting a Classified employee.

Voluntary: At the classified employee's request, move the employee from a position in one class to a position in another class having a lower pay grade. K.A.R. 1-6-27

Involuntary: Move a classified employee from a position in one class to a position in another class having a lower pay grade for disciplinary purposes or other good cause. K.A.R. 1-6-27; K.S.A. 75-2949

In Lieu of Layoff: Move a classified employee who is exercising bumping rights to a position in another class having a lower pay grade in accordance with the agency layoff plan. K.A.R. 1-14-10

Unsatisfactory Performance: Move a classified employee from a position in one class to a position in another class having a lower pay grade for unsatisfactory performance of duties. K.A.R. 1-6-27; K.S.A. 75-2949

Unclassified to Classified: Move an employee from an unclassified position to a classified regular position at a lower rate of pay.

Conversion: Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.

Lesson 2: Workforce Administration Transactions

☐ Promote, Demote & Transfer Employees

☐ Transfer Employee

In the **Classified** service, a transfer occurs when an employee moves to a different position with the same job classification or a job class.

In the **Unclassified** service a transfer occurs when an employee moves to a different unclassified position at a similar or lower rate of pay.

The Reason selected for the Transfer action in Job Data depends on several factors. This excerpt from the SHARP Action Reason Guide describes the various Reasons for Transferring an employee.

Employee Request:

Classified: Classified employee moves to a different classified position (within an agency or between agencies) with the same job classification or a job class with the same pay grade.
K.A.R. 1-6-24

Unclassified: Unclassified employee moves to a different unclassified position (within an agency or between agencies) at a similar or lower rate of pay.

Between Services: Employee moves from either branch of service (Classified or Unclassified) to a position in the other branch of service at a similar or lower rate of pay.

Lesson 2: Workforce Administration Transactions

☐ Promote, Demote & Transfer Employees

☐ Transfer Employee

Employer Request:

Classified: The appointing authority moves a classified employee to a different classified position (within an agency or between agencies) with the same job classification or a job class with the same pay grade. K.A.R. 1-6-24

Unclassified: The appointing authority moves an unclassified employee to a different unclassified position (within an agency or between agencies) at a similar or lower rate of pay.

Between Services: The appointing authority moves an employee from either branch of service (Classified or Unclassified) to a position in the other branch of service at a similar or lower rate of pay.

Employer Request with In-Grade Pay Increase:

Classified: The appointing authority moves a classified employee to a different classified position (within the same agency) in the same pay grade at a higher step. K.A.R. 1-5-14(c)

Higher Step (KAR 1-5-14):

Classified: Within the same agency, transfer an employee to a position in the same grade at a higher step.

Unclassified to Classified: Move an employee from an unclassified position to a regular classified position at the same or similar rate of pay.

In Lieu of Layoff: Transfer an employee who would otherwise be terminated due to layoff.

Lesson 2: Workforce Administration Transactions

- ❑ **Appoint Employees to Positions**
 - ❑ **Manage Hires Process**

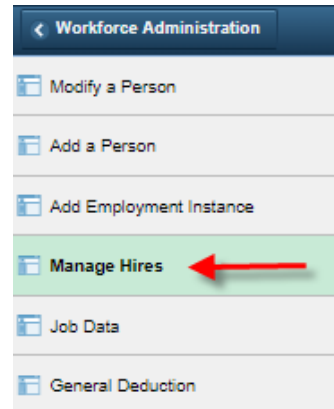
After the recruitment process, a job offer is made and accepted. Agencies may use the Prepare for Hire and Manage Hires pages to process hires, transfers, promotions, demotions, and rehires. Using this process allows automatic applicant rejection, Job Opening closing in Recruitment (when conditions are met), and also maintains a link between the Job Opening and the job/position which is helpful for reporting. Please see the Recruitment CBT's for detailed information on applicants, Job Openings, and Job Postings.

Lesson 2: Workforce Administration Transactions

□ Appoint Employees to Positions

□ Manage Hires Process

Path: Workforce Administration Homepage > Hire Employee Tile > Manage Hires



Manage Hires

The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

Manage Hires

*Select Transactions Where Start Date

From 09/02/2019 To 09/22/2019

Refresh

Hire Transactions

Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
<input type="checkbox"/>	09/03/2019	Requested	Employee Name	K0000000004	Rehire	Recruiting Solutions	Recruiter Name
<input type="checkbox"/>	09/08/2019	Requested	Employee Name	W0000000007	Transfer	Recruiting Solutions	Recruiter Name
<input type="checkbox"/>	09/08/2019	Requested	Employee Name		Hire	Recruiting Solutions	Recruiter Name
<input type="checkbox"/>	09/08/2019	Requested	Employee Name	J0000000008	Transfer	Recruiting Solutions	Recruiter Name

Lesson 2: Workforce Administration Transactions

- ❑ **Appoint Employees to Positions**
- ❑ **Manage Hires Process**

The Manage Hires page shows a list of applicants who are sent from Recruitment and are ready to be hired.

In the **'Select Transactions Where'** drop down field choose to search by:

Start Date (enter From and To Dates)

OR

Status (dropdown options)

OR

Type of Hire (dropdown options)

Source will always be 'Recruiting Solutions'.

Click the *Refresh* button.

Manage Hires

*Select Transactions Where Start Date ▼

From 09/02/2019 To 09/22/2019

Refresh

Manage Hires

*Select Transactions Where Status ▼

*Equals All ▼

Refresh

Manage Hires

*Select Transactions Where Type of Hire ▼

*Equals Hire ▼

Refresh

Hire Transactions			
Select	Start Date	Status	Person ID
		Hire	
		Rehire	
		Transfer	

Lesson 2: Workforce Administration Transactions

- ❑ Appoint Employees to Positions
- ❑ Manage Hires Process

Manage Hires

The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

Manage Hires

*Select Transactions Where Start Date

From 09/02/2019 To 09/22/2019 Refresh

Hire Transactions

Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
<input type="checkbox"/>	09/03/2019	Requested	Employee Name	K0000000004	Rehire	Recruiting Solutions	Recruiter Name
<input type="checkbox"/>	09/08/2019	Requested	Employee Name	W0000000007	Transfer	Recruiting Solutions	Recruiter Name
<input type="checkbox"/>	09/08/2019	Requested	Employee Name		Hire	Recruiting Solutions	Recruiter Name
<input type="checkbox"/>	09/08/2019	Requested	Employee Name	J0000000008	Transfer	Recruiting Solutions	Recruiter Name

Select All
Deselect All
Cancel Selected Transactions

The State of Kansas does not use the 'Cancel Selected Transactions' button *at this time*.

If you don't see the Transfer or Rehire option in Manage Hires, but the person is a current or former employee, this means the Recruiter did not change the Applicant Type to 'Employee' and did not enter the 'Employee ID' prior to preparing the hire. See Recruitment CBT, Prepare for Hire section, for instructions on to resubmit the request to Manage Hires. Optionally, the hire can be completed through the other processes outlined in the Workforce Administration CBT.

Lesson 2: Workforce Administration Transactions

- ❑ **Appoint Employees to Positions**
- ❑ **Manage Hires Process**

Manage Hires

The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

Manage Hires

*Select Transactions Where Start Date

From 09/02/2019 To 09/22/2019 Refresh

Hire Transactions

Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
<input type="checkbox"/>	09/03/2019	Requested	Employee Name	K0000000004	Rehire	Recruiting Solutions	Recruiter Name
<input type="checkbox"/>	09/08/2019	Requested	Employee Name	W0000000007	Transfer	Recruiting Solutions	Recruiter Name
<input type="checkbox"/>	09/08/2019	Requested	Employee Name		Hire	Recruiting Solutions	Recruiter Name
<input type="checkbox"/>	09/08/2019	Requested	Employee Name	J0000000008	Transfer	Recruiting Solutions	Recruiter Name

View the Person ID column – if it is blank then the person does not have a personal data record.

Click the person's Name link to go to the Manages Hires Detail page.

Lesson 2: Workforce Administration Transactions

□ Appoint Employees to Positions

□ Manage Hires Process

- Review information to ensure it is correct
- **Applicant Type** determines if the Empl ID field is populated. If an Employee ID shows, there is also a message stating if the Recruiter verified the ID
- **'Type of Hire'** options displayed in the dropdown are based on the Applicant Type. **NOTE:** Choosing the correct type is important as it determines where in SHARP you are directed, Personal Data or Job Data. Once in Job Data, the action code can be updated if needed. For example, 'Transfer' can be updated to show as a Promotion or Demotion in Job Data
 - Hire: External – External Applicant
 - Rehire, Transfer: Internal – Employee (current or former)
- Update the **'Desired Start Date'**, this date will transfer over to Personal Data or Job Data once the 'Add' button is clicked
- **Org Instance** should match Employment Record
- **Employment Record** is the Employment Record number on which the employee will be hired. New hires should always be 0. For current employees, review the record numbers the employee currently has in Job Data prior to this process to ensure you know which Employment Record number should be used. See the Empl Record section in the Lesson 1: Workforce Administration CBT for details.

Manage Hires
Manage Hires Detail
Employee Name
*Top half of page

The Start Date entered on this page will be used as the Effective Date for Job.

Job

Recruiter Name
Job Opening ID 194198
Job Opening Account Clerk III
Position Account Clerk III
Job Code Account Clerk III
Business Unit State of Kansas BU
Department Legislative Admin. Svcs.
Applicant Type Internal - Employee
*Type of Hire Transfer
*Desired Start Date 09/12/2019
Empl ID J0000000008
View Person Org Summary
Employee ID Verified

Org Instance
Create new Org Instance
Use existing Org Instance
0

Employment Record
Create New Assignment
Use Existing Assignment
0

Lesson 2: Workforce Administration Transactions

□ Appoint Employees to Positions

□ Manage Hires Process

- **Hire Information** displays comments or messages from the Recruiter or Recruitment system.
- **Add Person** will only show when hiring new hires/external applicants. Click on 'Add Person' button which will route you to 'Personal Data' where their personal applicant data will be displayed (imported from Recruitment system). Review information on all 4 pages and update if needed. **Ensure Personal Data effective date is less than or equal to the Job Data effective date.** Once reviewed/updated, click the 'Add Relationship' button to return to the Manage Hires Detail page. DO NOT CLICK SAVE.

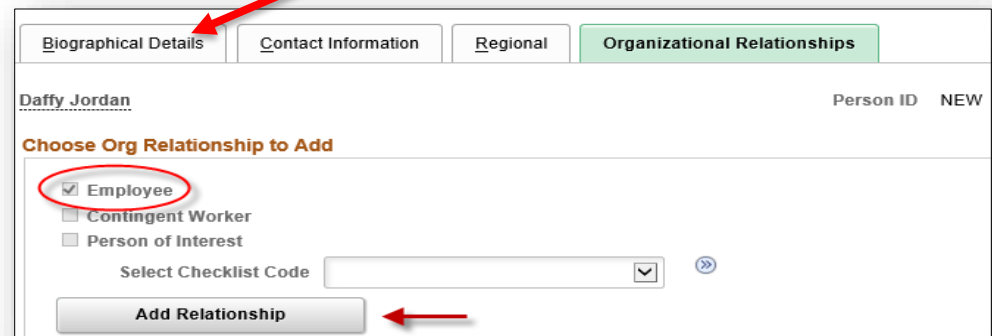
Hire Information

Hire Comments

Add Person This section will show for new hires

Select this button in order to pull the person's personal data information from Recruiting Solutions.

Add Person



Biographical Details | Contact Information | Regional | **Organizational Relationships**

Daffy Jordan Person ID NEW

Choose Org Relationship to Add

☒ Employee

☐ Contingent Worker

☐ Person of Interest

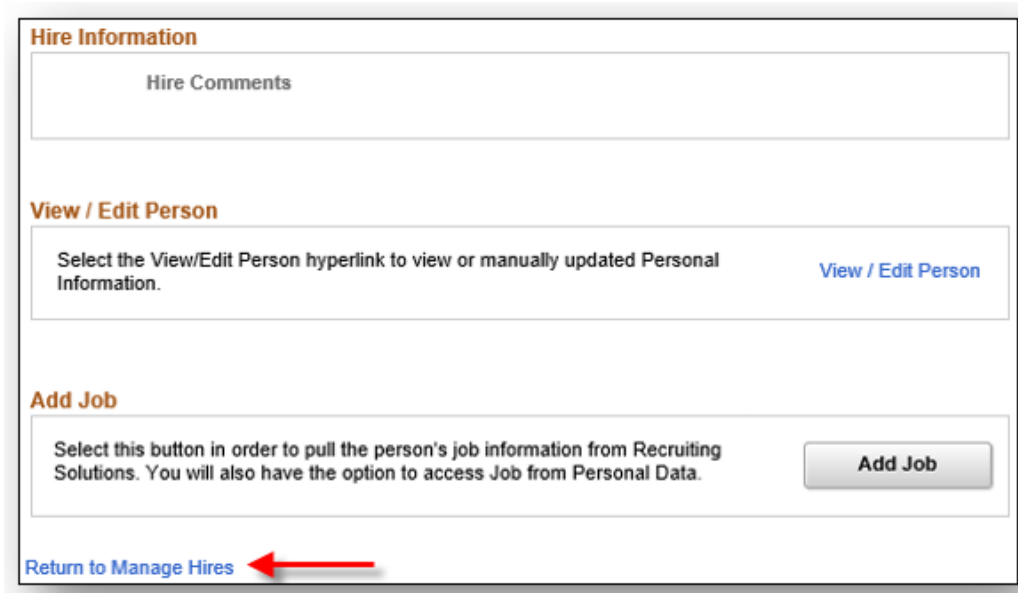
Select Checklist Code

Add Relationship

Lesson 2: Workforce Administration Transactions

Appoint Employees to Positions **Manage Hires Process**

- **View/Edit Person** shows after an applicant has an Employee ID Number and Personal Data record. Click this link to make additional updates.
- **Add Job** is now visible, click to move forward to enter Job Data. Some recruitment data is transferred from the Job Opening. Complete Job Data as instructed previously in CBT, and click SAVE.
- **Return to Manage Hires** is used if you need to return to the main Manage Hires page.



Hire Information


Hire Comments

View / Edit Person

Select the View/Edit Person hyperlink to view or manually updated Personal Information. [View / Edit Person](#)

Add Job

Select this button in order to pull the person's job information from Recruiting Solutions. You will also have the option to access Job from Personal Data.

[Return to Manage Hires](#) 

Once the Manage Hires process is finished the applicants' Disposition is updated accordingly. Please review the Recruitment CBT's for more information regarding Job Openings.

Lesson 2: Workforce Administration Transactions

Suspending and Returning Classified Employees

A permanent classified employee may be suspended for disciplinary purposes for a period not to exceed 30 calendar days. A suspension for an exempt employee cannot be less than the employee's work week of 7 consecutive 24 hour periods, or multiples of such work week unless the suspension is in good faith for an infraction of a safety rule of major significance. See K.A.R. 1-9-19 and K.S.A. 75-2949

Note: If an employee is due a longevity bonus while on suspension, the employee appears on the Inactive page of the Longevity Bonus pages because their Employee Status is Suspended instead of Active.

The Reason selected for the Suspension action in Job Data depends on several factors. This excerpt from the SHARP Action Reason Guide describes the various Reasons for Suspending a Classified employee.

Personal Conduct: K.S.A. 75-2949

Work Performance: K.S.A. 75-2949

Safety Violation: K.S.A. 75-2949

Return Employee from Suspension

When you return an employee from suspension, add a row in Job Data and enter the effective date they start back to work. Use the Action/Reason of "Recall From Suspension/Return From Suspension."

Lesson 2: Workforce Administration Transactions

Acting Assignment

Leave of Absence to Accept Unclassified Appointment

A leave of absence may be granted to an officer or employee holding a regular position in the classified service to enable the employee to take an appointive position in the unclassified service. The leave of absence from the classified position and subsequent appointment to the unclassified position are entered on the same employment record.

Add a row in Job Data with the action/reason of **Data Change/Leave to Take Unclassified** to place the employee on leave from the classified position. Then add another Job Data row with the same effective date to appoint the employee to an unclassified position. If the employee's FLSA status changes, the effective date should be at the beginning of a payroll period for accurate payroll processing.

Enter the appropriate reason from below to appoint the employee to the unclassified position:

Unclass Assign KAR 1-9-6(e): Appoint an employee to an unclassified position after placing them on leave of absence from a classified regular position. K.S.A. 75-2947(c) and K.A.R. 1-9-6(e)

Unclas Act Asgn KSA 75-4315(a): Appoint a classified or unclassified employee to an acting assignment on an unclassified position. If a classified regular employee, place the employee on leave of absence prior to appointing to the unclassified acting assignment. K.S.A. 75-4315(a) and K.A.R. 1-9-6(e)

Lesson 2: Workforce Administration Transactions

Acting Assignment

Return From Leave of Absence to Accept Unclassified Appt

Return from Leave of Absence on Unclassified Assignment

At the end of service in the unclassified position, the employee returns from leave of absence to the classified service.

Add a row in Job Data with the action/reason of **Data Change/Return from Acting Assignment** to return the employee from their unclassified position back to their classified position.

When a classified employee returns from a leave of absence, be sure to determine if the next increase date needs to be changed.

If the employee's FLSA status changes, the effective date should be at the beginning of a payroll period for accurate payroll processing.

Lesson 2: Workforce Administration Transactions

❑ Acting Assignment

❑ Classified Acting Assignment

An appointing authority may appoint a permanent employee to an acting assignment when a classified position will be vacant for more than 30 days (such as due to illness or lengthy recruitment process).

Acting assignments should not exceed one year unless approved by the Director of Personnel Services. Agencies can future date the expected date of return.

Since acting assignments cannot be retroactive, be sure to identify acting assignment needs in advance. See K.A.R. 1-6-29

- Add a row in Job Data with the action/reason of **Data Change/Acting Assignment on a Classified Position** to appoint the employee to the new position. If the employee's FLSA status changes, the effective date should be at the beginning of a payroll period for accurate payroll processing.
- To **extend an acting assignment beyond one year**, add a row in Job Data with the action/reason of Data Change/Extension of Action Assignment.

Lesson 2: Workforce Administration Transactions

❑ Employee Reviews

❑ Classified Employee Reviews

The purpose of employee reviews is to assess employee performance during a specified time period.

Agencies are responsible for conducting an employee performance review for each classified employee at least annually. See K.A.R. 1-7-10

Some agencies also choose to use the Employee Review process for their unclassified employees and have the Review Types of Unclassified Annual, Unclassified Probation, Unclassified Special, and Unclassified Extend Probation.

The Ratings are described in more detail on the Performance Review form.

Review Types

Classified Probation
Classified Extend
Probation
Classified Annual
Classified Special

Ratings

Unsatisfactory
Needs Improvement
Meets Expectations
Exceeds Expectations
Exceptional

Lesson 2: Workforce Administration Transactions

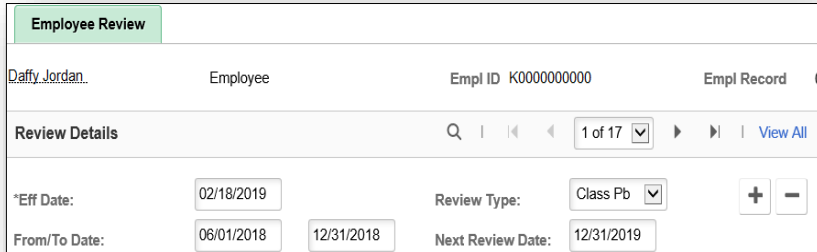
Employee Reviews

End Probation Review

The performance review determines whether or not an employee is taken off probationary status. A probationary period of 6-12 months defaults into the employee's job data depending on the job code. After the probationary period is complete, a new hire's probation is ended or extended based on their performance review results.

End of Probation

When you enter an end of probation review for an employee you must also **enter a corresponding Data Change/End of Probation row in the employee's Job Data**. This Job Data row changes the Employment Status from Probationary to Permanent and the Probation End Date field becomes blank.



Employee Review

Daffy Jordan... Employee Empl ID K0000000000 Empl Record 0

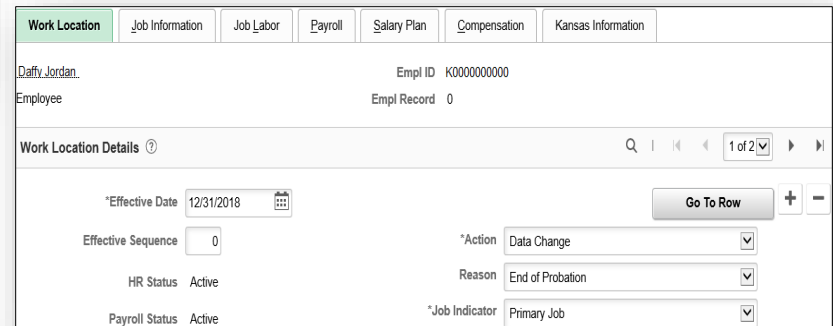
Review Details 1 of 17 View All

*Eff Date: 02/18/2019 Review Type: Class Pb + -

From/To Date: 06/01/2018 12/31/2018 Next Review Date: 12/31/2019

2. Enter 'End of Probation' row in Job Data

1. Enter Employee Review



Work Location Job Information Job Labor Payroll Salary Plan Compensation Kansas Information

Daffy Jordan... Empl ID K0000000000

Employee Empl Record 0

Work Location Details 1 of 2 Go To Row + -

*Effective Date 12/31/2018

Effective Sequence 0

HR Status Active

Payroll Status Active

*Action Data Change

Reason End of Probation

*Job Indicator Primary Job

Lesson 2: Workforce Administration Transactions

❑ Employee Reviews

❑ Extend Probation Review

Extend Probation

Prior to the end of the original 6 month probationary period, an employee's probationary period may be extended for up to 6 additional months (K.A.R. 1-7-3).

1. Enter the performance review which extends the probation on the Employee Review page.
2. Also add a row in Job Data with the action/reason of Data Change/Extend Probation and change the End Probation Date.

Extend Probation for Appeal

Under certain circumstances, a probationary employee may appeal a performance review. Extend the employee's probationary period for a limited period as is necessary for the appeal committee to prepare the final performance review.

1. Add a row in Job Data with the action/reason of Data Change/Extend Probation for Appeal and change the End Probation Date.

Lesson 2: Workforce Administration Transactions

Pay Rate Changes

Unclassified Employee Pay Rate Change

Pay changes for unclassified employees are entered in the employee's Job Data. In this example, add a row with the action/reason 'Pay Rate Change/Other (Unclassified)'.

Additional Reasons for unclassified pay changes are described later.

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
Daffy Jordan		Empl ID K0000000000				
Employee		Empl Record 0				
Work Location Details ?						
*Effective Date 02/18/2019		Go To Row + -				
Effective Sequence 0		*Action Pay Rate Change				
HR Status Active		Reason Other (Unclassified)				
Payroll Status Active		*Job Indicator Primary Job				

The Unclassified Salary Plan doesn't have progressive Grades and Steps like the Classified Pay Plan for classified employees.

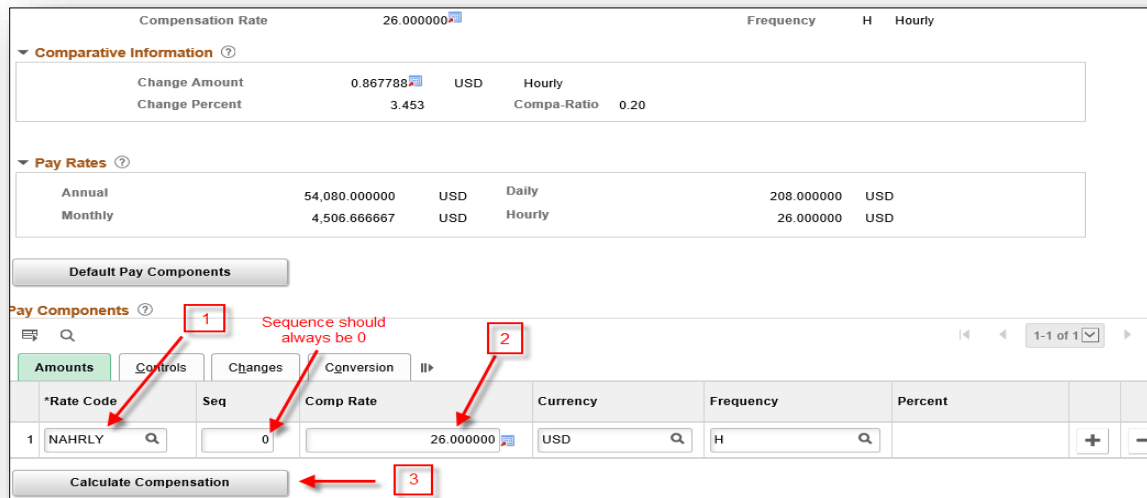
(Salary Plans are discussed in more detail in a later lesson.)

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Kansas Information
Daffy Jordan		Empl ID K0000000000				
Employee		Empl Record 0				
Salary Plan Details ?						
Effective Date 02/18/2019		Go To Row				
Effective Sequence 0		Action Pay Rate Change				
HR Status Active		Reason Other (Unclassified)				
Payroll Status Active		Job Indicator Primary Job				
Salary Admin Plan UNC		Current				
Grade 001		Unclassified Pay Plan				
Step		Unclassified Salary Plan				
		Grade Entry Date 11/09/2014				
		Step Entry Date 11/09/2014				

Lesson 2: Workforce Administration Transactions

Pay Rate Changes

Unclassified Employee Pay Rate Change



Compensation Rate: 26.000000 Frequency: H Hourly

Comparative Information

Change Amount	0.867788	USD	Hourly
Change Percent	3.453	Compa-Ratio	0.20

Pay Rates

Annual	54,080.000000	USD	Daily	208.000000	USD
Monthly	4,506.666667	USD	Hourly	26.000000	USD

Default Pay Components

Pay Components

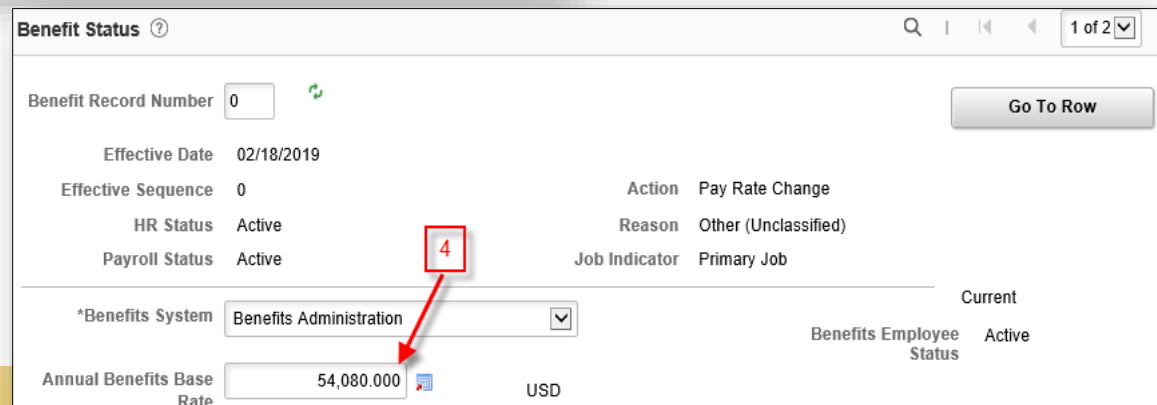
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAHRLY	0	26.000000	USD	H	

Calculate Compensation

On the **Compensation** page,

1. Enter the Rate Code "NAHRLY".
2. Enter the hourly rate in the Comp Rate field then
3. Click the Calculate Compensation button. Other fields on the page then update, such as the Change Amount and Annual Rate.

4. Enter the new Annual Benefits Base Rate amount on the **Benefits Program Participation** page and save.



Benefit Status

Benefit Record Number: 0

Effective Date: 02/18/2019

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

Action: Pay Rate Change

Reason: Other (Unclassified)

Job Indicator: Primary Job

*Benefits System: Benefits Administration

Annual Benefits Base Rate: 54,080.000 USD

Lesson 2: Workforce Administration Transactions

□ Pay Rate Changes

□ Reasons

Below is an excerpt from the SHARP Action/Reason Guide and describes Reasons for an Action of Pay Rate Change.

UNCLASSIFIED

- Other (Unclassified): Pay changes for unclassified employees other than for merit or promotion.
- Merit (Unclassified): Merit Pool pay changes for eligible unclassified employees whose salaries are set by the Governor based on a salary increase pool corresponding to the general increase to the classified pay plan. This reason is used only during the unclassified merit process and is usually entered by the Office of Human Resources.
- Adjustment: Change the rates of pay for a group of unclassified employees that is unrelated to the unclassified merit process. For central use only for classified employees.

CLASSIFIED

- Decrease – Disciplinary: Agency may reduce the pay of an employee one step by reason of a less than satisfactory rating. K.A.R. 1-5-20(a)(1)
- Adjustment: For central use only. Change the rates of pay for a group of employees.
- General Increase (COLA): Central use only. Used for General Increases (COLAS) authorized by legislation. Central use for CLA, WS salary plans.
- Step Movement: System generated based on time on step requirements. Step movement for classified employees in the Executive Branch is currently frozen. Otherwise, see K.A.R. 1-5-7(c)
- Higher Step (KAR1-5-8(b)(2)(A)): Change the rate of pay of an employee to a higher step due to a lack of candidates for a class of positions as authorized by the Director of Personnel Services.
- Reallocation per Job Study: Central use only to insert a Job Data row when a position is reallocated due to a job study.

Lesson 2: Workforce Administration Transactions

❑ Pay Rate Changes

❑ In-Grade Pay Increases


In-Grade Pay Increases (Executive Directive 04-353) offer appointing authorities the option to move classified regular employees in the Executive Branch from one step to another step on the same pay grade. Agencies must follow a request and approval process administered by the Office of Personnel Services.

The Actions/Reasons for In-Grade Pay Increases are:

- Pay Rate Change/In-Grade Pay Increase: Provide a permanent increase in pay by moving a classified regular employee from one step to another step on the same pay grade.
- Data Change/Temporary In-Grade Pay Increase: Provide a temporary increase in pay by moving a classified regular employee from one step to another step on the same pay grade.
- Data Change/Extend Temporary In-Grade Pay Increase: Extend a temporary in-grade pay increase when circumstances require the temporary increase to continue beyond the expected time.
- Data Change/Change Temporary In-Grade Pay Increase to Permanent: Change an employee's temporary in-grade pay increase to permanent when circumstances require the increase to become permanent.
- Data Change/Return from Temporary In-Grade Pay Increase: Return an employee to the salary step the employee was on prior to a temporary in-grade pay increase.

Lesson 2: Workforce Administration Transactions

Lesson Summary



Workforce Administration

An employee's history of their employment with the State of Kansas is recorded in the Workforce Administration pages. Their home addresses, movement to different positions and agencies, pay changes, and other changes to their employment are maintained here.



Actions & Reasons

The Actions and Reasons selected for entries in employee Job Data describe the employee's work history. They may trigger specific defaults and are very important to the accuracy of employee Job Data. The SHARP Action Reason Guide is an important reference describing how and when to use the actions and reasons.